National Taiwan Normal University Library

**Regulations for the Rental and Management of the Multi-Purpose Room**

Approved at the Library Affairs Meeting on May 30, 2023

Revised at the Library Affairs Meeting on July 27, 2023

Revised at NTNU’s 132nd Academic Fund Committee Meeting on July 28, 2023

1. The Multi-Purpose Room (hereinafter referred to as "the Room") at the National Taiwan Normal University Main Library (hereinafter referred to as "the Library") is primarily designated for educational training, seminars, and promotional activities organized by the Library. It is also open for reader discussions, reading, and relaxation. Furthermore, the Room is available for rental by academic units, administrative units, and student organizations of the university to conduct campus-wide events. Rental by NTNU faculty and students for purposes consistent with the regulations is encouraged to promote academic and cultural development. These regulations are established to efficiently manage the Room.
2. Rental Hours:
	1. Rental Hours:
		1. During the semester: Monday to Friday, from 08:00 to 20:00. The Room is not available for rental during midterm and final exam weeks and their preceding week.
		2. During winter and summer breaks: Monday to Thursday, from 08:00 to 20:00.
	2. Rental is not available on Saturdays, Sundays, or library closure days, nor during times of Library use.
3. Rental requires prior application and is subject to the following space, purposes, recipients, and restrictions:
	1. Area is limited to the Room on the 1st floor of the Main Library.
	2. The primary purposes of rental include press conferences, presentations, literary gatherings, lectures, and concerts, among other campus-wide activities. The rental is open to NTNU faculty, students, academic units, administrative units, and student organizations, and is limited to single-day usage.
	3. Restrictions: Approval for rental will not be granted for activities aimed at profit-making, those not in accordance with the regulations, those posing risks to building safety, or violating laws or public order.
4. Rental applications must be registered with the Library and approved by the Library Director.
5. Methods of Rental Application:
	1. Academic and administrative units: Fill out the "Multi-Purpose Room Rental Application Form" (hereinafter referred to as the Application Form, as attached) and submit it with an event proposal to the Library Department of Reference and Outreach Services for rental application.
	2. Faculty and students: Fill out the Application Form and submit it with an event proposal to the Library Department of Reference and Outreach Services for rental application.
6. Rental Charges:
	1. The rental fee is NT$10,000 per 4 hours. If the rental is less than 4 hours, it will still be charged at NT$10,000. Additional fees will be charged for exceeding the rental period.
	2. The rental period should include setup and restoration.
	3. An additional cleaning fee of NT$1,000 will be charged if outside catering is arranged by the renter.
7. Principles of Rental Discounts:
	1. Units of NTNU are eligible for a 50% discount on rental fees if paid in full at once, with internal bank transfer being the preferred payment method.
	2. Faculty and students who rent the Room and the art exhibition in the Main Library at the same rental period for related activities are eligible for a 50% discount on rental fees.
8. Rental applications will be reviewed by the Library. Review criteria include the order of application submission, the type of event, and safety considerations. Applicants will be notified of the results within 3 working days after submission. Only after approval can the renter disseminate information externally.
9. After the approval of the rental application, the renter may not request changes to the event date or content. Except for force majeure factors (such as natural disasters, accidents, etc.), if unable to use the Room as scheduled, cancellation requests should be made at least 5 working days before the original rental date. Failure by the renter to timely notify the Library may result in a suspension of rental eligibility ranging from 6 months to 1 year, depending on the severity of the situation.
10. If the renter violates any regulations, misrepresents the intended use, sublets without authorization, or damages the Room, the Library reserves the right to immediately terminate the rental and demand compensation for damages. Furthermore, depending on the severity of the situation, the Library can also suspend rental eligibility for a period ranging from 6 months to 1 year, effective from the date of occurrence.
11. For matters related to the arrangement and maintenance of the Room, please refer to the "Notices for Renting the Multi-Purpose Room".
12. For any matters not covered by these regulations, relevant university regulations shall apply.
13. These regulations shall be implemented from the date of publication following approval by the Library Affairs Meeting and the Academic Fund Committee.

National Taiwan Normal University Library

**Notice for Renting the Multi-Purpose Room**

1. To ensure the proper utilization of resources and smooth operations, the Notice for Renting the Multi-Purpose Room (hereinafter referred to as the "Notice") are hereby established.
2. Application Procedure: Prior to renting the Multi-Purpose Room (hereinafter referred to as "the Room"), applicants must confirm with the Library Department of Reference and Outreach Services if the Room is available, and submit the "Multi-Purpose Room Rental Application Form" along with an event proposal (including event details, schedule, Room layout, and list of personnel) 1 month before the event date. Since the Library restricts entry to off-campus people, if there are off-campus people among the participants (staff or guests), please provide a list of off-campus people at least 1 week before the event to arrange entry into the library.
3. Applicants should carefully read the "Regulations for Rental and Management of the Multi-Purpose Room" and fully understand their contents.
4. Setup and Maintenance:
	1. Setup, promotion, hospitality, and the use of tables and chairs are the responsibility of the renter.
	2. The Room equipment primarily consists of existing facilities. The renters must provide their own laptops and presentation pens and familiarize themselves with the operation of equipment in advance.
	3. The original arrangement of tables and chairs in the Room should be rearranged by the renter. After use, please restore the Room and equipment to their original state and ensure normal operation.
	4. Borrowed items must be applied for and approved in advance. Except for equipment provided for use within the rental space, other equipment, including water, electricity, air conditioning, fire, and audiovisual playback systems, must not be altered without permission. If necessary, inform the Library beforehand.
	5. The Venue and layout are primarily limited to the Room on the 1st floor and designated areas such as the Library entrance, and must not affect the operation of other areas within the Library.
	6. Setup and activity times must adhere to the approved content of the application. Please do not exceed the rental period, and maintain appropriate noise levels during the event to avoid disturbing other users.
	7. All setups must not cause damage to the Room's architecture, walls, floors, equipment, tables, or chairs.
	8. During use, please maintain cleanliness. Large garbage items (such as large canvases, wood, pearl backboards, and floral decorations) must be disposed of and taken away after the event.
	9. After the Room is used, it must be restored to its original state and ensure the normal operation of the equipment. The return of the Room will be confirmed by the Library.
5. Food and Drinks: The renters must arrange their own meals, focusing on light snacks and avoiding hot and greasy or heavily scented foods. Food should be placed within the Room and cleanliness must be ensured after use.
6. Security:
	1. After renting the Room, the renters should pay attention to belongings. The Library will not be responsible for the safekeeping of valuables.
	2. Smoking and fire are strictly prohibited in the Library. Smoking or using candles or other utensils are prohibited. Unauthorized to connect electricity is also prohibited.
	3. Dangerous items are not allowed to be brought into the Room to avoid damage.
	4. Products that endanger national information and communication security are not allowed to be used, please use approved devices. If any intrusion into equipment is detected, the power to the equipment should be immediately cut off, and the management staff should be notified for follow-up processing.
7. For matters not covered by the Notice, relevant NTNU regulations shall apply.
8. The Notice shall be implemented from the date of publication following approval by the Library Affairs Meeting.

National Taiwan Normal University Library

**Multi-Purpose Room Rental Application Form**

(Please fill in the form and submit it to the department of Reference and Outreach Services on the 3rd floor of the Main Library 1 month before the event.)

 Date of Application: / /

|  |  |
| --- | --- |
| Applicant/Unit |  |
| Contact Person |  | Extension No. |  | Mobile Number |  |
| E-mail |  |
| Date of Rental | YYYY / MM / DD  |
| Time of Rental | From : to : , hours in total.(Per 4 hours as a period, even if it is less than 4 hours, it is still as one period. Additional fees will be charged for exceeding the rental period. The rental period should include setup and restoration.) |
| Type of Event | □ Open to Everyone□ Only for Registrants | Expected Number of Participants | □ On-Campus People: ppl□ Off-Campus People: ppl(The total number of people cannot exceed 40 ppl.) |
| Brief Description of Event | (Please attached event proposal or simple agenda/schedule.) |
| Items Needed | □ Chairs and tables within the Multi-Purpose Room. (The renter is required to set-up and restore by themselves.)□ One Microphone □ Two Microphones□ Audio equipment□ Projection Screen□ Eating light meals in the Multi-Purpose Room. (An additional cleaning fee of NT$1,000.) |
| * The applicant has read the “Regulations for the Rental and Management of the Multi-Purpose Room” and “Notices for Renting the Multi-Purpose Room” and agrees to comply with the relevant regulations. If violates any regulations, misrepresents the intended use, sublets without authorization, or damages the Room, the Library reserves the right to immediately terminate the rental and demand compensation for damages. Furthermore, depending on the severity of the situation, the Library can also suspend rental eligibility for a period ranging from 6 months to 1 year, effective from the date of occurrence.
 |
| Contact Person | (Seal or Signature) | Unit Supervisor / Project Director | (Seal or Signature, Not required for individual applicants) |

………………………………The following is filled out by the Library………………………………

The rental fee is NT$10,000 per 4 hours. On-campus units can get a 50% discount when paying by internal transfer.

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| --- | --- |
| Application Result | * Approve to rent for \_\_\_\_\_\_\_ hours. □ Disapprove to rent.
 |
| Fees | * Full Charge □ 50%off □ Other, NT$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in total.
 |

Decision Unit: The Library

|  |  |
| --- | --- |
| Handing Officer | (Seal or Signature) |
| Unit Supervisor | (Seal or Signature) |
| Library Director | (Seal or Signature) |