

# 國立臺灣師範大學文薈廳租借管理要點

中華民國 101 年 12 月 5 日本校圖書館館務會議修正通過  
中華民國 102 年 11 月 18 日本校圖書館館務會議修正通過  
中華民國 102 年 12 月 23 日本校第 82 次校務基金管理委員會修正通過  
中華民國 107 年 10 月 3 日本校圖書館館務會議修正通過  
中華民國 109 年 10 月 27 日本校圖書館館務會議修正通過  
中華民國 110 年 1 月 13 日本校 109 學年度第 9 次學術暨行政主管聯席會報修正通過  
中華民國 110 年 3 月 10 日本校第 118 次校務基金管理委員會修正通過  
中華民國 110 年 12 月 23 日本校圖書館館務會議修正通過  
中華民國 111 年 3 月 11 日本校圖書館館務會議修正通過  
中華民國 111 年 4 月 6 日本校 110 學年度第 16 次學術暨行政主管聯席會報修正通過  
中華民國 111 年 4 月 13 日本校第 124 次校務基金管理委員會修正通過

一、國立臺灣師範大學(以下簡稱本校)為維護文化資產，並有效利用文薈廳多功能開放式空間，特訂定本要點。

二、文薈廳以本校圖書館為管理單位。

三、文薈廳為本校師生進行自由討論、閱讀、休息與表演的場所，也提供本校學術、行政單位申請租借辦理全校性活動，以增進學術與文化之發展。

(一)一般開放租借時間：

1.學期中：週一至週五08:00至20:00。期中與期末考當週及前一週不開放租借。

2.寒暑假：週一至週四10:00至18:00。

(二)文薈廳非開放時間(週六、日及國定假日)僅提供本校學術及行政單位申請租借辦理全校性活動。凡例假日申請使用者，租借時間為10:00至18:00。

四、文薈廳場地租借需事先申請，其範圍、用途、對象及限制如下：

(一)場地範圍

文薈廳場地租借範圍，分為人文區、蒼萃區和文薈廳走廊三區。

(二)各區租借用途和對象

1.人文區(禮品區)：以記者會、發表會、文藝茶會、講座及音樂會等全校性活動為主，租借對象為本校師生、學術與行政單位。租借時長以單日為限。

2.蒼萃區(高校文物展區)：以研習、教學、講座、會議及靜態展覽等活動為主，租借對象為本校師生、學術與行政單位。租借期長不得超過兩週。

3.文薈廳走廊：提供活動及靜態展覽，租借對象為本校師生、學術與行政單位。租借期間物件需自負保管責任。

(三)人文區或薈萃區於一般開放時間每週至多受理兩件租借申請，額滿當週即不再受理，但靜態展覽不在此限；非開放時間可申請租借全廳。

(四)使用限制

申請租借文薈廳場地辦理活動，不得以營利為目的，又各區之租借有不符前述規定者，或有危害文薈廳建築物安全以及違反法令或公序良俗者，得不予核准使用。

五、租借申請須經圖書館登記，由圖書館館長決行。惟遇特殊情況，需簽請校長核示。

六、場地租借申請方式：

(一)學術與行政單位：於活動日期前1個月填寫「國立臺灣師範大學文薈廳場地租借申請表」(以下簡稱申請表，如附件一)並附活動企畫書，向圖書館出版中心辦理租借申請。

(二)學生社團：於活動日期前1個月填寫申請表並附活動企畫書，經學生事務處課外活動組核准後，再向圖書館出版中心辦理租借申請。僅限申請一般開放時間。

(三)師生個人：於活動日期前1個月填寫申請表並附活動企畫書，向圖書館出版中心辦理租借申請。

七、場地租借收費標準：

(一)文薈廳租借分為人文區、薈萃區與文薈廳走廊，僅借用文薈廳走廊不收取場地租借費，其他二區每區各自計費。

(二)收費時段依使用時間每4小時為一時段。使用不滿一時段以一時段計費，逾時則加收一時段。

(三)使用時間含場地布置及撤場時間。

(四)人文區、薈萃區每一時段收費新臺幣10,000元。租借時間為假日等非開放時間者，租借費以原收費標準1.5倍計算。

(五)場地租借費，包含場地費及使用期間之2名工讀生費用。

(六)租借薈萃區辦理靜態展覽者每日收費新臺幣1,000元(不含非開放日)。

(七)若使用單位外訂輕食餐點者，另外酌收清潔費新臺幣1,000元。

八、場地租借優惠原則：

(一)校內一級單位借用場地費5折並一次繳清，以校內轉帳為原則。

(二)學生團體租借場地須支付使用時間之2名工讀生費用，免收場地費。

九、場地租借申請由管理單位審核，審核標準依申請時間先後、活動內容與安全性為考量，並於收件後3個工作天內通知審核結果，租借人/單位須於租借申請核准後方得對外發布訊息。

十、租借人/單位於租借申請核准後，不得要求變更活動日期或內容，除不可抗力因素(如天災、人禍等)外，若無法如期使用，應於原訂租借日期5個工作天前提出取消申請。若租借人/單位未提前5個工作天告知，管理單位可視情節輕重，取消借用資格半年至1年。

十一、租借人/單位如有違背本要點規定事項、使用與申請內容不符、私自轉讓使用場地、或活動範圍損及文薈廳建築與設備情事者，管理單位可立即停止租借，請求相關損害賠償，並自發生日起，視情節輕重，取消借用資格半年至1年。

十二、租借文薈廳場地之布置與維持等事宜，請參考「國立臺灣師範大學文薈廳租借注意事項」之相關規定。

十三、本要點如有未盡事宜，悉依本校相關法規辦理。

十四、本要點經館務會議、學術主管會報及校務基金管理委員會通過後公布實施，修正時亦同。

# 國立臺灣師範大學文薈廳借用注意事項

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中華民國 111 年 3 月 11 日本校圖書館館務會議修正通過

## 一、一般事項：

- (一)文薈廳之使用，以全校性活動為主，為妥善運用資源促使作業流暢，特訂定國立臺灣師範大學文薈廳借用注意事項(以下簡稱注意事項)。
- (二)文薈廳租借範圍分為人文區、薈萃區和文薈廳走廊。一般開放申請時間學期中為週一至週五8:00至20:00，期中與期末考當週及前一週不開放；寒暑假為週一至週四10:00至18:00。不開放時間為週六、日及國定假日。凡例假日申請使用者，可申請借用時間為10:00至18:00。
- (三)人文區或薈萃區於一般開放時間每週至多受理兩件租借申請，額滿當週即不再受理，但靜態展覽不在此限；非開放時間可申請租借全廳。
- (四)借用文薈廳走廊不收取場地費用；借用文薈廳半廳或全廳場地，請依據「國立臺灣師範大學文薈廳租借管理要點」規定支付場地租借費用，並請共同配合協助環境維護。
- (五)活動過程請自行拍照，並提供3張照片數位檔予圖書館出版中心存檔。
- (六)申請人/單位應詳讀「國立臺灣師範大學文薈廳借用管理要點」與本注意事項，並完全明瞭其內容，如有使用不符申請內容、場地轉借他人、或違反其他規定事項者，管理單位可立即停止借用，請求相關損害賠償，並自發生日起，視情節輕重，取消借用資格半年至1年。

二、申請事項：借用文薈廳需先向圖書館出版中心(校內分機：5297)登記，協調時段確定保留檔期後，於活動日期1個月前填寫「國立臺灣師範大學文薈廳場地借用申請表」並附活動企畫書(內容包括：活動內容、時程、場地布置圖及工作人員名單)，向圖書館出版中心辦理申請。

## 三、場地布置與維持事項：

- (一)布置、宣傳、招待等工作及其使用桌椅，一概由借用單位自行辦理。
- (二)如需更動桌椅陳設，應事先提出場地布置圖並經同意。場地原置桌椅請使用單位自行搬動排列；使用完畢後，請回復場地及設備原狀與功能正常運作。
- (三)借用物品應事先提出申請並經同意。除借用範圍內交付使用之器材外，不得擅自更動其他設備，包括水電、空調、消防、影音播放系統等之原設定，如有需要應先告知管理單位。

(四)場地使用及布置範圍僅限原申請之借用區域，請勿任意跨區使用或影響其他區域運作。

(五)進場場布及活動時間需依照申請核定之內容執行，使用場地請勿逾時，期間請控制適當音量，以免影響其他使用者。

(六)文薈廳為市定古蹟，為維護場地，所有布置請勿使用一般膠帶、雙面膠、泡棉膠、釘槍等任何會毀損文薈廳建築、牆壁、地板、設備、桌椅之器具。

(七)使用期間請維護環境整潔，大型垃圾(如大型帆布、木料、珍珠背板及花卉布置等)請於活動結束後自行處理並帶走。

(八)場地使用完畢後需將現場恢復原狀及回復設備功能正常運作，並經管理單位確認後，始完成場地歸還事宜。

(九)如有任何損毀情事，需於一週內修復回原狀或照價賠償，以免影響後續借用者之權益。

四、餐飲事項：文薈廳不負責代訂餐點，借用單位可自行訂定餐點，但避免熱食及油膩、氣味較重之食物，餐點擺放位置需擺放於借用場地內，使用完畢必須確保環境清潔。

五、安全事項：

(一)場地借用後，請借用單位注意門禁安全，管理單位將不負責貴重物品之保管。

(二)文薈廳全面禁煙、火，請勿於室內抽煙或使用蠟燭等器具，未經許可不得擅自接電。

(三)危險物品均不得帶入場內，以免損壞場地。

六、本注意事項如有未盡事宜，悉依本校相關法規辦理。

七、本注意事項經館務會議通過後公布實施，修正時亦同。

# 國立臺灣師範大學文薈廳場地租借申請表

(租借人/單位請填寫粗框內資料，並於活動日期前1個月送至圖書館八樓出版中心) 民國    年    月    日

|  |   |                |                |              |
|--|---|----------------|----------------|--------------|
| 租借人/單位   |   |                |                |              |
| 活動聯絡人  |   | 校內分機           |                | 行動電話         |
| E-mail   |   |                |                |              |
| 租借日期   | 民國    年    月    日(星期    )至民國    年    月    日(星期    )   |                |                |              |
| 租借時間   | 自    時    分至    時    分結束，共    時<br>(每4小時為一時段。使用不滿一時段以一時段計費，逾時則加收一時段。租借時間含場布及場復，活動結束後請將黏貼於背板之海報及現場物品帶走，勿留在文薈廳，給下個使用者乾淨的空間)   |                |                |              |
| 活動型態   | <input type="checkbox"/> 對外開放 <input type="checkbox"/> 不對外開放  | 參加活動預估人數       | 人              |              |
| 租借地點   | <input type="checkbox"/> 人文區(禮品區)(容納人數建議約50~60人，租借時長以單日為限)<br><input type="checkbox"/> 薈萃區(高校文物展區)(容納人數建議約30~40人，租借期長不得超過兩週)<br><input type="checkbox"/> 文薈廳走廊(不收費，牆柱請勿黏貼紙張，展覽品需自負保管責任)   |                |                |              |
| 活動內容<br>簡要說明   | (請附活動企畫書，或簡易流程表)  |                |                |              |
| 租借文薈廳<br>需求項目  | <input type="checkbox"/> 租借廳內桌椅(請租借人/單位自行場布及場復)<br><input type="checkbox"/> 麥克風____支(最多2支，請自備電池。型號：AAA)<br><input type="checkbox"/> 音響播放設備<br><input type="checkbox"/> 投影布幕(投影機請自行準備)<br><input type="checkbox"/> 於廳內食用輕食(除場地費外，需酌收新臺幣1,000元) |                |                |              |
| <input type="checkbox"/> 租借人/單位已詳讀「國立臺灣師範大學文薈廳租借管理要點」與「國立臺灣師範大學文薈廳租借注意事項」並完全明瞭其內容，如有違背其規定事項者，管理單位可立即停止其使用，請求相關損害賠償，並自發生日起，視情節輕重，取消借用資格半年至1年。 |   |                |                |              |
| 活動聯絡人  | (簽章)  | 單位主管/<br>計畫主持人 | 個人申請表演舞臺者免(簽章) | 學務處<br>課外活動組 |
| 非學生社團申請者免(簽章)  |   |                |                |              |

(以下由管理單位填寫)

收費方式：人文區、薈萃區每一時段收費新臺幣10,000元。租借假日等非開放時間者，租借費以原收費標準1.5倍計算。校內一級單位借用場地費5折；學生團體租借須支付使用時間之2名工讀生費用，免收場地費。租借薈萃區辦理靜態展覽者每日收費新臺幣1,000元(不含非開放日)。

|      |  |  |  |  |
|------|--|--|--|--|
| 審核結果 | <input type="checkbox"/> 同意租借，使用時段數_____ <input type="checkbox"/> 不同意租借  |  |  |  |
| 核定費用 | <input type="checkbox"/> 全額收費 <input type="checkbox"/> 5折收費 <input type="checkbox"/> 其他收費 <input type="checkbox"/> 不收費，總計新臺幣    萬    仟    佰    拾    元整 |  |  |  |

一般開放時間    非開放時間，決行單位：圖書館

|      |      |
|------|------|
| 承辦人  | (簽章) |
| 單位主管 | (簽章) |
| 館長   | (簽章) |

## Guidelines for Leasing the National Taiwan Normal University Wenhui Hall

Passed in the Library Affairs Meeting on December 5, 2012

Passed in the Library Affairs Meeting on November 18, 2013

Passed during NTNU's 82th Academic Fund Committee Meeting on December 23, 2013

Passed in the Library Affairs Meeting on October 3, 2018

Passed in the Library Affairs Meeting on October 27, 2020

Passed during NTNU's 9th Academic and Administrative Joint Meeting of the 2018 academic year on January 13, 2021

Passed during NTNU's 118th Academic Fund Committee Meeting on March 10, 2021

Passed in the Library Affairs Meeting on December 23, 2021

Passed in the Library Affairs Meeting on March 11, 2022

Passed during NTNU's 16th Academic and Administrative Joint Meeting of the 2021 academic year on April 6, 2022

Passed during NTNU's 124th Academic Fund Committee Meeting on April 13, 2022

- I. National Taiwan Normal University (hereafter NTNU) hereby sets out the following guidelines for the maintenance of cultural assets and the effective use of the open, multi-purpose space of Wenhui Hall.
- II. Wenhui Hall is managed by the NTNU Libraries.
- III. Wenhui Hall is a place where students and faculty can have free discussions, read, rest, and perform. It is also a place that NTNU's academic and administrative units can lease for school-wide events to further academic and cultural developments.
  - (I) General Leasing Hours:
    1. During the semester: Mondays to Fridays 08:00–20:00. Not available for leasing on the weeks prior to and the week of midterm and final exams.
    2. Summer and winter vacations: Mondays to Thursday 10:00–18:00.
  - (II) During non-opening hours (Saturday, Sunday, and national holidays), Wenhui Hall is only available for NTNU academic and administrative units to lease for school-wide events. Leasing hours during holidays are 10:00-18:00.
- IV. To lease Wenhui Hall, an application must be made in advance. Restrictions regarding the scope, purpose, and subject of leasing are as follows:
  - (I) Scope of the Venue

There are three areas of Wenhui Hall available for leasing, namely the Renwen Area, Huitsui Area, and Wenhui Hall Corridor.
  - (II) Leasing Purpose and Subject of Each Area
    1. Renwen Area (Gift Shop): Mainly for the university-level activities such as press conferences, presentations, cultural tea parties, lectures, and concerts. The space may be leased by NTNU students and faculty as well as academic and administrative units.

The leasing period is limited to a single day.

2. Huitsui Area (Taihoku Higher School Artifacts Exhibition Area): Mainly for events such as workshops, teaching, lectures, conferences, and static exhibitions. The space is available for NTNU students, faculty, academic units, and administrative units to lease. The leasing period must not exceed two weeks.
3. Wenhui Hall Corridor: For events and static exhibitions. The space is available for NTNU students, faculty, academic units, and administrative units to lease. Lessees are responsible for items in the space during the leasing period.

(III) The Renwen Area and Huitsui Area will accept no more than two leasing applications per week, with the exception of static exhibitions. Applications may be made to lease the entire venue during non-opening hours.

(IV) Usage Limitations

Wenhui Hall cannot be lease to host for-profit events. Applications that violate the aforementioned regulations, may endanger the safety of the Wenhui Hall building, or violate laws or public order shall not be approved.

V. Leasing applications must be registered by the NTNU Libraries. Applications will be determined by the Library Director. However, special circumstances require the President's approval.

VI. Leasing Application Method:

- (I) Academic and administrative units: Applicants must fill out the “National Taiwan Normal University Wenhui Hall Leasing Application Form” (hereafter “application form”, see Attachment 1) and submit it to the Library Publishing Center along with an event plan one month prior to the event.
- (II) NTNU student clubs: Submit an application form and event plan approved by the Sports and Extracurricular Activities Division of the Office of Students Affairs to the Library Publishing Center a month prior to the event. Student clubs may only apply to lease the space during general opening hours.
- (III) Individual teachers and students: Submit an application form and event plan to the Library Publishing Center one month prior to the event.

VII. Leasing fees:

- (I) Wenhui Hall can be divided into three areas for leasing, namely the Renwen Area, Huitsui Area, and Wenhui Hall Corridor. No leasing fees will be charged for Wenhui Hall Corridor, while a fee will be charged separately for the other two areas.
- (II) Fees will be charged in 4-hour periods. Usage periods under 4 hours will be billed as a full period. If the usage exceeds the previously agreed time, one additional period will be billed for overtime.
- (III) Usage time includes event setup and takedown time.
- (IV) The leasing fee for the Renwen Area and Huitsui Area is NT\$10,000 per usage period. For holidays and other non-opening hours, the fee is 1.5 times the standard fee.

- (V) The fee covers usage of the space and 2 student assistants during the leasing period.
- (VI) Those who lease the Huitsui Area for static exhibitions will be charged NT\$1,000 per day (excluding non-opening days).
- (VII) An additional NT\$1,000 cleaning fee will be charged if an outside catering service is used.

VIII. Venue leasing discounts are as follows:

- (I) Venue leasing fees, which are paid in a single installment, for level 1 NTNU departments shall receive a 50% discount. In principle, payment should be made via a wire transfer within the school system.
  - (II) Student groups will not be charged leasing fees, though they need to pay for two student assistants during the leasing period.
- IX. Applications will be reviewed by managing units based on application time, event content, and security. Applicants will be notified of the review result within 3 working days of submitting the application. The leasing unit or person may only announce that they are leasing the space after their applications are approved.
- X. Once the application is approved, the leasing unit or person may not ask to change the date or content of the event unless due to force majeure (such as natural or man-made disasters, etc.). If the leasing unit or person cannot use the venue after their application is approved, they must cancel their application 5 days before the original booking date. If the leasing unit or person fails to notify the managing unit 5 days in advance, the managing unit may weigh the circumstances and ban the leasing unit or person from leasing the venue for 6 months to a year.
- XI. If the leasing unit or person violates these guidelines, uses the venue in ways that differ from the application, transfers the use of the venue to another party, or damages the Wenhui Hall's building or equipment, the managing unit may terminate the lease and demand relevant damages. They may also weigh the circumstances and ban the leasing unit or person from leasing the space for 6 months to a year starting from the day of the incident.
- XII. For matters regarding the arrangement and maintenance of Wenhui Hall, please refer to "Notices for Leasing the National Taiwan Normal University Wenhui Hall".
- XIII. Any matters that are not addressed in these Guidelines shall be governed by the relevant NTNU regulations.
- XIV. These Guidelines are implemented following approval from a Library Affairs Meeting, an Academic Meeting and an Academic Fund Committee Meeting. The same applies to all subsequent amendments.

## Notices for Leasing the National Taiwan Normal University Wenhui Hall

Passed in the Library Affairs Meeting on December 5, 2012

Passed in the Library Affairs Meeting on November 18, 2013

Passed during NTNU's 82th Academic Fund Committee Meeting on December 23, 2013

Passed in the Library Affairs Meeting on October 3, 2018

Passed in the Library Affairs Meeting on October 27, 2020

Passed in the Library Affairs Meeting on March 11, 2022

### I. General notices:

- (I) Wenhui Hall is mainly to be used for university-level events. The Notices for Leasing the National Taiwan Normal University Wenhui Hall (hereafter the Notices) are established to ensure proper use of resources and smooth operations.
- (II) The areas of Wenhui Hall available for leasing are the Renwen Area, Huitsui Area, and Wenhui Hall Corridor. The general times available for leasing applications are Mondays to Fridays 08:00–20:00 during the semester, with exception to the week of and week prior to midterm and final exams; Mondays to Thursday 10:00-18:00 during summer and winter holidays. The Wenhui Hall is closed on Saturdays, Sundays, and national holidays. Leasing hours during holidays are 10:00-18:00.
- (III) The Renwen Area and Huitsui Area will accept no more than two leasing applications per week, with the exception of static exhibitions. Applications may be made to lease the entire venue during non-opening hours.
- (IV) The Wenhui Hall Corridor is free to lease. Those leasing half or all of the Wenhui Hall venue shall pay fees designated in the “Guidelines for Leasing the National Taiwan Normal University Wenhui Hall” and help maintain the venue environment.
- (V) Please take photos during events and provide the digital files of at least three photos for the Library Publishing Center's archives.
- (VI) The leasing unit/person should carefully read the “Guidelines for Leasing the National Taiwan Normal University Wenhui Hall” and these Notices and fully understand the contents. Any use of the venue that deviates from the application, transfer of the use of the venue to another party, or other violations of the rules may result in immediate termination of the lease. Managing units may also demand damages and ban the unit/person from leasing the venue for 6 months to a year depending on the severity of the violations.

- II. Notices regarding applications: To lease Wenhui Hall, the applicant must first register with the Library Publishing Center (extension no. 5297) to determine an available time slot, fill out the “National Taiwan Normal University Wenhui Hall Leasing Application Form” one month prior to the event and submit it to the Library Publishing Center along with an event plan (the plan must include the event content, itinerary, venue layout diagram, and staff list).

### III. Venue setup and maintenance:

- (I) Event setup, publicity, reception, as well as the use of tables and chairs, shall all be handled by the leasing unit.
- (II) If the leasing unit needs to rearrange tables and chairs, they must submit a venue layout diagram and have it approved. The original tables and chairs in the venue shall be moved and arranged by the leasing unit. The leasing unit shall restore everything to their original positions and functions after use.
- (III) Applications must be made and approved to borrow items. Aside from the equipment included in the lease, leasing units must not tamper with other equipment, including water and power facilities, air conditioning, fire protection systems, or audiovisual broadcast systems. If changing such equipment is necessary, the managing unit must be notified in advance.
- (IV) Usage and setup must be limited to the space designated in the leasing application. Do not use other areas arbitrarily or affect the operation of other areas.
- (V) Event setup and event times should be in accordance with the approved application. Events should not exceed the approved leasing period, and organizers should control noise levels to avoid affecting other users of the space.
- (VI) Wenhui Hall is a city-designated historic site. To maintain the venue, do not use regular tape, double-sided tape, foam tape, staple guns, or anything that might damage the building, walls, floor, equipment, or furniture of Wenhui Hall when setting up events.
- (VII) Please keep the area tidy during use, and remove large waste (such as large canvases, wood, large foam boards, or floral arrangements) after the event.
- (VIII) The venue must be returned to its original arrangement and working order, which shall be confirmed by the managing unit, for the return of the venue to be considered properly completed.
- (IX) Any damage must be repaired or paid for within one week to avoid affecting the rights of subsequent users.

IV. Notices regarding food and beverages: Wenhui Hall will not order catering services on behalf of leasing units. The leasing unit may order catering services but should avoid hot meals or foods that are greasy or have strong odors. Food should be served within the leased venue and cleared away after the event is over.

### V. Notices regarding security:

- (I) The leasing party should pay attention to security. The managing unit will not be responsible for the safekeeping of any valuables.
- (II) Smoking and naked flames are strictly prohibited inside Wenhui Hall. Please do not smoke indoors or light candles. Do not use electrical items without permission.
- (III) Dangerous objects are not allowed on the venue lest they damage the property.

- VI. Any matters that are not addressed in these Notices shall be governed by the relevant NTNU regulations.
- VII. These Notices are implemented following approval from a Library Affairs Meeting. The same applies to all subsequent amendments.

## National Taiwan Normal University Wenhui Hall Leasing Application Form

(The leasing person/unit should fill out the bold sections and submit this form to the library's Publishing Center on the 8th floor one month prior to the event) / / (YYYY/MM/DD)

|  |   |                                    |  |  |   |
|--|---|------------------------------------|--|--|---|
| Leasing person/unit  |   |                                    |  |  |   |
| Contact person   |   | Extension no.                      |  | Mobile phone   |   |
| E-mail   |   |                                    |  |  |   |
| Leasing date   | / / ( (day of the week)) to / / ( (day of the week)) (yyyy/mm/dd)   |                                    |  |  |   |
| Leasing time   | : to : , hours in total<br>(Each leasing period is 4 hours. Usage periods under 4 hours will be billed as a full period. If the usage exceeds the previously agreed time, one additional period will be billed for overtime. The leasing time includes event setup and takedown. Please clear away all posters and signs after the event to leave the next user with a clean space.)  |                                    |  |  |   |
| Event type   | <input type="checkbox"/> Open to the public<br><input type="checkbox"/> Closed to the public  |                                    | Expected number of attendees   | person(s)  |   |
| Leased venue   | <input type="checkbox"/> Renwen Area (Gift Shop) (Recommended capacity of 50-60 persons. Single-day leasing only.)<br><input type="checkbox"/> Huitsui Area (Taihoku Higher School Artifacts Exhibition Area) (Recommended capacity of 30-40 people. Leasing period must not exceed two weeks.)<br><input type="checkbox"/> Wenhui Hall Corridor (Free to lease. Posters must not be put up on the columns, and the leasing party is responsible for any exhibited items.)                |                                    |  |  |   |
| Overview of event  | (Please include the event plan or simple itinerary)   |                                    |  |  |   |
| Wenhui Hall Leasing Requests   | <input type="checkbox"/> Chairs and tables within the Hall (the leasing party is responsible for all setup and restoration)<br><input type="checkbox"/> microphones (The leasing party may request up to 2 microphones. Batteries not included.) Battery size: AAA)<br><input type="checkbox"/> Audio equipment<br><input type="checkbox"/> Projection screen (projector not included)<br><input type="checkbox"/> Light meals in the Hall (requires an additional NT\$1000 cleaning fee) |                                    |  |  |   |
| <input type="checkbox"/> The leasing unit/person has carefully read the "Guidelines for Leasing the National Taiwan Normal University Wenhui Hall" and the "Notices for Leasing the National Taiwan Normal University Wenhui Hall" and fully understood the content. Any violations of the rules may result in immediate termination of the lease. Managing units may also demand damages and ban the unit/person from leasing the venue for 6 months to a year depending on the severity of the violations. |   |                                    |  |  |   |
| Contact person   | (Seal or signature)   | Unit supervisor / Project director | (Seal or signature)<br>(Waived for individuals applying for a performance stage) | Extracurricular Activities Division, Office of Student Affairs | (Seal or signature)<br>(waived for non-student clubs) |

(The following information is filled out by the managing unit)

Fees: The leasing fee for the Renwen Area and Huitsui Area is NT\$10,000 per usage period. For holidays and other non-opening hours, the fee is 1.5 times the standard fee. Level 1 NTNU departments shall receive a 50% discount. Student groups will not be charged leasing fees, though they need to pay for two student assistants during the leasing period. Those who lease the Huitsui Area for static exhibitions will be charged NT\$1,000 per day (excluding non-opening days).

|               |   |  |
|---------------|---|--|
| Review result | <input type="checkbox"/> Lease approved for _____ usage periods <input type="checkbox"/> Lease denied   |  |
| Fees          | <input type="checkbox"/> Full charge <input type="checkbox"/> 50% off <input type="checkbox"/> Other charges <input type="checkbox"/> No charges, NT\$ _____ in total |  |

Opening hours     Non-opening hours, decision unit: The library

|                  |                     |
|------------------|---------------------|
| Handling officer | (Seal or signature) |
| Unit supervisor  | (Seal or signature) |
| Director         | (Seal or signature) |