

Center of Science Education, National Chung Hsing University

Regulations on the Use and Management of Multifunctional Classroom

Promulgated on May 22, 2023

- Article 1 These regulations are formulated in accordance with Article 3 of the National Chung Hsing University's "Regulations for the Management, Use, and Fee Collection of Facilities and Equipment."
- Article 2 The multifunctional classroom managed by the Center of Science Education (hereinafter referred to as "the Center") is located in Room 409 on the 4th floor of the College of Science Building. The Center oversees its management and maintenance.
- Article 3 Eligible Borrowers and Priority for Use:
1. Activities organized by the Center.
 2. Activities organized by the College of Science and its affiliated departments.
 3. Activities organized by administrative and academic units of the university.
 4. Educational activities organized by external organizations or institutions.
- Article 4 Borrowers must complete the Multifunctional Classroom Usage Application Form and submit it to the Center at least seven working days prior to the intended usage date. The Center reserves the right to approve or deny applications based on the purpose of use and availability.
- Article 5 The Center reserves the right to revoke borrowing privileges under any of the following circumstances. Fees already paid will not be refunded, and borrowers may not contest the decision or claim compensation:
1. Violating laws or university regulations.
 2. Engaging in activities contrary to public morals or disruptive to public order.
 3. Causing pollution, damage to facilities, or risks to public safety.
 4. Conducting activities inconsistent with the approved purpose or application details.
 5. Subletting or transferring the venue to a third party.
 6. Previous violations of Center regulations resulting in significant consequences.
 7. Conducting ticket sales or profit-driven activities without prior approval.
 8. Using IT or communication products (hardware, software, or services) from mainland China.
 9. Other violations of the Center's regulations.

Article 6 If the Center must temporarily take back the rented venue due to special circumstances, it must notify the borrowing unit in advance to extend or stop using the venue; and the fees paid will be refunded without interest. If the venue cannot be used due to natural disasters or other force majeure, the borrowing unit may state the reason in writing and apply for an extension of use or a refund of the venue usage fee for the unused period.

Article 7 Regulations for Venue Setup:

1. Borrowers must appoint an on-site manager to maintain communication with the Center.
2. Venue setup must be pre-approved by the Center. Signage, posters, or promotional materials may only be installed or displayed in designated areas with prior notification to the Center. Unauthorized installations are prohibited.
3. Borrowers are responsible for safety during setup and should conduct a site inspection beforehand. Safety instructions must be provided to personnel, and protective equipment must be used as needed. A designated supervisor must oversee the setup process to prevent occupational hazards.

Article 8 The borrowing unit shall be responsible for the identification, safety maintenance, emergency treatment of injuries, and public order of all personnel involved in the venue setup and usage, including external vendors, staff, and event participants. The borrowing unit is also required to ensure that all relevant personnel are properly dressed and comply with the regulations of this center and building.

Article 9 Fees for venue usage are outlined in the "Fee Standards for Facilities Managed by the Center of Science Education, College of Science, National Chung Hsing University."

Article 10 The center shall not be held liable for any compensation in the event that power outages, natural disasters, or other force majeure factors affect the progress of the activities held in its facilities and equipment.

Article 11 The borrowing unit must restore the venue to its original condition by the end of the same day and obtain confirmation from the center. Any items not belonging to the center must also be cleaned and removed on the same day, as the center assumes no responsibility for their safekeeping. Valuable property, equipment, and materials belonging to the borrowing unit must be stored by the unit itself. The center will not be held liable for any loss or damage to such items.

Article 12 All equipment and materials used from the center must be properly maintained. In the event of loss or damage, the borrowing unit shall be required to compensate at the market value. If any defects or damage are found before use, the borrowing unit must

immediately notify the center for resolution. If the borrowing unit continues to use the equipment without reporting the defects, causing further damage or escalation, the borrowing unit will be responsible for the compensation. The borrowing unit is prohibited from moving or setting up any equipment from the center without prior permission.

Article 13 Matters not covered in these regulations shall be handled in accordance with the National Chung Hsing University's "Regulations for the Management, Use, and Fee Collection of Facilities and Equipment."

Article 14 These regulations shall be implemented upon approval by the university president. Any amendments shall follow the same procedure.