

# **Directives on Cheng Building Basement Rental Services of National Taiwan Normal University Gongguan Campus**

Passed on August 17, 2015, Office of Student Affairs Dean Meeting  
Amended on May 14, 2019, Office of Student Affairs Dean Meeting  
Amended on August 28, 2019, Office of Student Affairs Council Meeting  
Amended on August 12, 2024, Office of Student Affairs Council Meeting

- Article 1.** All student clubs of NTNU (hereinafter referred to as Clubs) should apply to Division of Student Affairs at Gongguan Campus for permission when hosting an event in the said basement. Clubs will have access to the said basement after approval.
- Article 2.** Priority is given to applicants who submit first. Clubs should cooperate to adjust and reschedule when it comes to important festivals, special events or rental requests from campus or other administrative units.
- Article 3.** Clubs who have been permitted to use the said basement should go through canceling or rescheduling procedures with Division of Student Affairs at Gongguan Campus if they would like to cancel or reschedule. If Clubs privately sublet or use the said basement for inconsistent purposes than written in the filled application form, they will be prohibited from using the space immediately. Furthermore, their rights to apply will be suspended for three months.
- Article 4.** As a means to improve the safety of the said basement, all faculty and staff members of NTNU will enter the exit by swiping cards. It is required that all the power in use should be turned off and the gate(s) should be closed when leaving.
- Article 5.** In order to avoid affecting the rights and interests of other Clubs, the number of times one Club rents will be adjusted and restricted with discretion.
- Article 6.** Clubs renting the said basement should protect the public property and should be held liable for any damage. It is prohibited to use cooking appliances including

induction stoves, electric pots and gas stoves in the said basement indoors or outdoors for the purpose of public safety.

**Article 7.** Said basement is located in the research office within the public area. Thus, it is not allowed to make loud noise or to use high decibel appliances including megaphones and stereos in the said basement. Violators will be stopped from using the space immediately and their rights will be suspended for one year.

**Article 8.** In order to ensure the safety of all faculty and staff members of NTNU, applicants should stay in the said basement are not allowed to enter other restricted area without permission. Violators will be punished in accordance with Regulations for NTNU Student Rewards and Penalties.

**Article 9.** The said regulations will be implemented only when they are passed on Office of Student Affairs Council meeting and approved by the President. The same process should apply to amendments as well.