

Reservation and Using Regulations for Social Innovation Base at YZU

August 8, 2018, Approved by the 1st Administrative Meeting of the 2018 Academic Year

March 25, 2019, Amended and approved by the 18th Administrative Meeting of the 2019 Academic Year

November 18, 2019, Amended and approved by the 8th Administrative Meeting of the 2019 Academic Year

July 21, 2020, Amended and approved by the 23rd Administrative Meeting of the 2019 Academic Year

July 5, 2022, Amended and approved by the 23rd Administrative Meeting of the 2021 Academic Year

May 8, 2024, Amended and approved by the 18th Administrative Meeting of the 2023 Academic Year

Article 1: To effectively manage and utilize the Social Innovation Base (hereinafter referred to as "the Base"), the Student Affairs Office (hereinafter referred to as "The managing unit") shall establish these regulations.

Article 2: The Base is divided into the following 3 areas based on different functions and activity types:

1. Empowerment Area: Capacity of 60 people. Equipment includes glass whiteboards, projection screens, and projectors, suitable for workshops, information courses, group discussions, creative work, and other purposes.
2. Conference Room: Capacity of 20 people. Equipped with projection equipment, suitable for meetings, small-scale courses, activity discussions, corporate interviews, and other purposes.
3. Communication Area: Capacity of 10 people. Instructors and attending students can use this space for discussions, exchanges, or brief breaks during courses and activities.

Article 3: Borrowing Periods and Fee Standards (applicable to all areas):

1. Borrowing Period: (a) On regular school days (hereinafter referred to as "weekdays"): Divided into three periods each day, from 08:00 AM to 12:00 PM; from 12:00 PM to 05:00 PM; from 05:00 PM to 09:00 PM. (b) On non-regular school days (hereinafter referred to as "holidays"): All-day use without time divisions, with a principle of providing one unit per holiday (including consecutive holidays). (c) Weekdays and holidays are based on the latest official school calendar.
2. Fee Standards and Purposes:
 - (1) On-Campus Units:
 - a. Apart from the managing unit, all on-campus units shall pay a venue maintenance fee. Fees are as follows:
 - (a) Weekdays: Single period - 200 NT\$, Two periods - 300 NT\$, Three periods - 500 NT\$.
 - (b) Holidays: 500 NT\$ per day.

- b. For fee-charging events, on-campus units will be charged according to the off-campus unit fee standards.

(2) Off-Campus Units:

- a. Venue maintenance fee: Weekdays - Single period 4,000 NT\$, Holidays - Daily 6,000 NT\$.
- b. Electricity fee: Weekdays - Single period 800 NT\$, Holidays - Daily 2,400 NT\$.
- c. Deposit: Regardless of time divisions, a one-time deposit of 1,000 NT\$.
- d. Parking fees for entering the campus will be charged according to the university's campus vehicle management regulations.
- e. Applications cannot be made in the name of on-campus units; violators will be required to pay the standard off-campus unit fees.

(c) Fee Purposes:

- 1. Venue maintenance fee: Paid to the managing unit to cover venue maintenance-related costs.
- 2. Electricity fee: Paid to the General Affairs Office to cover campus-wide electricity costs.
- 3. Parking fees for entering the campus: Paid to the General Affairs Office to cover maintenance-related costs for on-campus parking facilities.

3. Refund Standards:

- (a) Cancellations made with at least 3 days' notice to the managing unit before the scheduled borrowing date will receive a full refund of venue maintenance fee and electricity fee.
- (b) Cancellations made with 2 days' notice to the managing unit before the scheduled borrowing date will receive a full refund of the electricity fee and 50% of the venue maintenance fee.
- (c) Cancellations made on the day before or on the day of the scheduled borrowing date will receive a full refund of the electricity fee but not the venue maintenance fee.
- (d) Cancellations due to natural disasters and force majeure reasons can apply for a full refund with written justification provided to the managing unit.

Article 4: Borrowing Procedure

- 1. On-Campus Units: Applicants should apply for borrowing periods through the "Venue Reservation System" on the Yuan Ze University Portal at least 3 working days before the event or meeting. Once approved by the managing unit, the borrowing process is complete.

2. Off-Campus Units: Applicants should download the "Yuan Ze University Social Innovation Base Off-Campus Unit Application Form" from the Student Affairs Office's extracurricular activities website, fill it out, and return it to the managing unit for approval. The managing unit will then notify the applicant to pay the venue maintenance fee and electricity fee to the General Affairs Office at least 7 working days before use and provide the receipt to the managing unit for verification. Failure to make payment on time may result in the cancellation of the reservation.
3. On the day of use, the applicant should obtain the key from the managing unit and submit a deposit. If the borrowing period is on a weekday evening or a holiday, the key should be obtained during regular working hours from the managing unit.
4. After use, the applicant must immediately restore the Base to its original condition. The managing unit will inspect the Base for any damage or missing equipment before returning the deposit.

Article 5: Rules for Use During Borrowing

1. The following behaviors are strictly prohibited:
 - (a) Unauthorized tampering with or altering power lines.
 - (b) Nailing, hanging, sticking, or pasting on walls or glass surfaces.
 - (c) Cooking, smoking, drinking alcohol.
 - (d) Any illegal activities.
2. Borrowing units should take care of the space and equipment. Any damage resulting from improper use will be the responsibility of the borrowing unit for compensation or repair.
3. During the period of using this venue, it is prohibited to use products that may jeopardize national cybersecurity, such as software, hardware, or services of Chinese brands. If any device is found to have been compromised, please immediately turn off the device and notify the management for assistance.

Article 6: These regulations shall be implemented and published after approval by the administrative council. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the [Chinese version](#) shall prevail.