

# Yuan Ze University Club Activity Venue Management Regulations

Approved by the 1st Educational Committee Meeting of the 1990 Academic Year on September 21, 1990  
Amended and approved by the 5th Educational Committee Meeting of the 1990 Academic Year on March 17, 1991  
Amended and approved by the 5th Educational Committee Meeting of the 1991 Academic Year on July 8, 1992  
Amended and approved by the 1st Student Affairs Guidance Committee Meeting of the 1996 Academic Year on August 13, 1996  
Amended and approved by the 1st Student Affairs Guidance Committee Meeting of the 2001 Academic Year on September 19, 2001  
Amended and approved by the 1st Student Affairs Guidance Committee Meeting of the 2009 Academic Year on December 27, 2009  
Amended and approved by the 3rd Student Affairs Meeting of the 2022 Academic Year on April 9, 2022  
Amended and approved by the 3rd Student Affairs Meeting of the 2023 Academic Year on May 21, 2023  
Amended and approved by the 1st Student Affairs Meeting of the 2024 Academic Year on October 1, 2024  
Amended and approved by the 1st Student Affairs Meeting of the 2025 Academic Year on November 9, 2025  
Amended and approved by the 3rd Student Activity Committee Meeting of the 2020 Academic Year on July 2, 2021

Article 1: These regulations encompass club activity venues, including club offices, multipurpose classrooms, conference rooms, indoor activity areas, the LeXu Base, and the LeXu Plaza, Star Theater, Star Gazing Plaza, and outdoor practice areas for clubs within the Activity Center. These venues are managed by the Student Affairs Office's Extracurricular Activities Division (referred to as the "Extracurricular Division") and may be entrusted to clubs for management.

Article 2: Opening hours for venues are from 09:00 to 22:00 daily, with club offices and multipurpose classrooms extended to 23:00. Opening hours on holidays exceeding three days will be announced separately. The LeXu Plaza, Star Gazing Plaza, and Star Theater may be open for borrowing on Wednesdays and Thursdays. Important events organized by administrative and academic units are not subject to the above-mentioned time restrictions.

Article 3: Venue borrowing:

- Event and venue or equipment application should be submitted through the club activity system at least 10 days before the event. Venues or equipment may not be reserved more than 30 days in advance. Borrowing is allowed only after the approval process is completed.
- For events requiring sound equipment, an explanation and a signed commitment letter should be provided when applying for venue borrowing. During the event, the volume should be self-regulated, and relevant sound control regulations should be followed.
- After using the venue, the venue management unit should conduct an inspection to assess the condition of the venue and equipment. Any damages or losses should be compensated accordingly.
- Violation of the above regulations may result in a suspension of venue and equipment borrowing rights for 1 to 2 months.
- Separate rules govern the borrowing and management of the LeXu Base.

Article 4: Club offices:

- The allocation of club offices is reviewed every three years based on club evaluation results from the past three years.
- For shared club offices, all users share responsibility for maintaining cleanliness and protecting common property within the office. Windows should not be blocked.
- Clubs that fail to maintain and protect common property and the office environment may have their office usage rights revoked, subject to approval by the club president meeting.

**Article 5:** It is strictly prohibited to use club activity venues for unauthorized purposes or place items that are dangerous, unsanitary, or violate university regulations.

**Article 6:** Indoor banners and posters should emphasize creativity and aesthetics and should not damage indoor facilities.

**Article 7:** Outside the opening hours of club activity venues, all club offices should close doors and windows and turn off lights. Overnight stays are strictly prohibited, and violators may have their office usage rights revoked.

**Article 8:** Equipment and materials belonging to the Activity Center may not be taken out without permission. Any damages or losses should be compensated accordingly.

**Article 9:** Any matters not covered by these regulations will be handled in accordance with relevant university regulations.

**Article 10:** These regulations will be implemented after approval by the Student Activity Committee and will be subject to revisions following the same process.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.