

# 國立中興大學理學院管轄場地收費辦法

## Fee Regulations for Venue Usage of the College of Science, National Chung Hsing University

109 年 10 月 20 日訂定 Established on October 20, 2020

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### 第一條

本辦法依據國有財產法第二十八條但書、國有公用不動產收益原則第七點及本校場地設備管理使用暨收費辦法第三條規定訂定之。

### Article 1

These regulations are formulated in accordance with Article 28 of the National Property Act, Principle 7 of Public Property Revenue Principles, and Article 3 of the University's Venue and Equipment Usage and Fee Guidelines.

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### 第二條

本院所管轄可供借用之場地包含國際會議廳、理學會議廳、101 研討室、102 研討室、106 研討室。本院場地除自行使用外，可提供校內外單位申請辦理各項學術教育、會議研討或文化藝術等性質之活動借用。惟國際會議廳及理學會議廳係供學術演講、研討會及重要會議用，不提供學生上課或學生社團活動使用，且國際會議廳須符合最低人數 200 人以上方可外借。

### Article 2

Venues available for borrowing include the International Conference Hall, Science Conference Hall, Seminar Rooms 101, 102, and 106. In addition to internal use, the venues can be borrowed by internal and external units for academic, educational, conference, or cultural activities. The International Conference Hall and Science Conference Hall are designated for academic lectures, seminars, and significant meetings, and are not available for the regular student classes or club activities. The International Conference Hall requires a minimum of 200 participants for external borrowing.

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### 第三條

各場地之使用優先順序如下：

- 一、理學院暨所屬單位。
- 二、本校一級行政單位及其他各院系所。
- 三、理學院暨所屬單位承辦校外單位活動。
- 四、本校一級行政單位及其他各院系所承辦校外單位活動。

### Article 3

The priority for venue usage is as follows:

1. College of Science and its affiliated units
  2. University administrative units and other colleges or departments
  3. Activities hosted by the College of Science for external units
  4. Activities hosted by university administrative units and other colleges or departments for external units
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#### 第四條

借用單位應事先填具國立中興大學理學院管轄場地使用申請表，並依下列規定辦理借用程序：

- 一、非上班時間原則不借用，但如遇特殊情況經申請並核准後，方得借用。申請時請檢附活動性質相關證明文件(如演講公告、活動企劃書、海報或研討會議程表等)，並於使用日期十天前提出申請。
- 二、借用單位逕攜核准申請表於申請通過後三日內繳納費用，並連同繳費收據繳回至本院，以茲備查及確認，否則視同放棄當次使用資格。
- 三、若因故無法如期使用場地時，應於使用前七日通知本管理單位，另議使用時間，違者將扣收保證金，如依規定取消借用，借用單位得檢附相關事證，書面申請退費。

#### Article 4

Borrowing units must fill out the Venue Usage Application Form of the College of Science, NHCU and follow the following procedures:

1. Venues are generally not available outside the office hours unless approved under special circumstances. Applications must include supporting documents such as event announcements, plans, posters, or conference agendas and be submitted at least 10 days prior to the event date.
  2. Approved units must pay the fees within three days of approval and submit the receipt to the College of Science office for verification; otherwise, the booking will be forfeited.
  3. If unable to use the venue as scheduled, the unit must notify the management at least seven days in advance to reschedule; otherwise, the deposit will be forfeited.
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#### 第五條

借用單位如涉有下列情形之一者，本院將停止其借用權，已繳納之相關費用，均不予退還，借用單位不得異議或請求賠償。

- 一、違反法律及學校相關規定者。
- 二、違背社會善良風俗或干擾公共秩序者。
- 三、有污染或損害場地設備或其他公共安全之虞者。
- 四、活動內容與申請使用項目及內容不符者。
- 五、將場地設備逕自轉讓或租借他人使用者。
- 六、曾經使用本院場地，違反規定，情節重大者。
- 七、未經本院同意而有售票或其他營利之行為者。
- 八、使用大陸廠牌資通訊產品(包含軟體、硬體及服務)。
- 九、其他違反本院相關規定者。

#### Article 5

If the borrowing unit is involved in any of the following situations, the College of Science will terminate its borrowing rights, and all fees paid will not be refunded. The borrowing unit cannot raise objections or request compensation:

1. Violating laws and university-related regulations.
  2. Acting against public morals or disturbing public order.
  3. Causing potential pollution or damage to the venue, equipment, or public safety.
  4. The event content does not match the application's stated purpose or usage.
  5. Transferring or subleasing the venue or equipment to others without authorization.
  6. Having previously violated regulations for the significant incidents while using venues of College of Science.
  7. Engaging in ticket sales or other profit-oriented activities without the College's consent.
  8. Using information and communication products from mainland Chinese brands (including software, hardware, and services).
  9. Other violations of College-related regulations.
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## 第六條

本院如因特殊情況，必須臨時收回已借出之場地時，得事先通知借用單位延期或停止使用；並無息退還已繳費用。如遇天災或其他不可抗力之因素，致無法使用場地時，得以書面方式敘明理由，申請延期使用或退還尚未使用時段之場地使用費。

## Article 6

If special circumstances require the College of Science to reclaim borrowed venues, it will notify the borrowing unit in advance to postpone or cease usage and refund the paid fees without interest. In cases of natural disasters or other force majeure events that prevent venue usage, the borrowing unit may submit a written explanation to request a postponement or a refund for unused time slots.

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## 第七條

場地佈置應遵守下列規定：

- 一、借用單位應指定現場管理人一名，隨時與本院聯繫。
- 二、佈置場地前須事先徵得本院同意後辦理；如須安裝或張貼標示牌、海報或宣傳標語等，借用單位須於佈置會場前知會本院，並張貼於指定處，不可任意安裝或張貼。
- 三、場佈期間之安全維護由借用單位自行負責，借用單位應事先至現場瞭解環境安全情況，並告知工作人員相關安全注意事項，必要時應提供安全防護器具。場佈期間亦應指定人員於現場督導，以防止可能之職業災害。

## Article 7

Venue setup must comply with the following regulations:

1. The borrowing unit must designate an on-site manager to maintain contact with the College.
  2. Venue setup must be pre-approved by the College. Any signage, posters, or banners must be placed in designated areas without arbitrary installation or posting.
  3. The borrowing unit is responsible for safety during the setup period and must provide safety equipment and instructions to staff.
  4. Relevant personnel must dress appropriately and comply with the College and building regulations.
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## 第八條

場地佈置及使用期間之相關人員，包括協力廠商、工作人員及參加活動人員等，其身分識別、安全維護、傷患救急及公共秩序，應由借用單位自行負責；借用單位並應要求相關人員衣著整齊及遵守本院及本大樓有關規定。

## Article 8

During the periods of venue setup and usage, the borrowing unit is responsible for the identification, safety maintenance, emergency medical aid, and public order of all related personnel, including contractors, staff, and participants. The borrowing unit must also ensure that personnel dress appropriately and comply with the College and building regulations.

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## 第九條

各場地借用收費方式詳如「國立中興大學理學院管轄場地收費標準」。

## Article 9

Venue rental fees are detailed in the "Fee Standards for Venues under the College of Science, National Chung Hsing University."

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#### **第十條**

本院各場地設備，如遇停電、天災、或其他不可抗力之因素，導致影響活動之進行，本院概不負任何賠償責任。

#### **Article 10**

The College will not be held liable for any compensation if power outages, natural disasters, or other force majeure events disrupt activities.

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#### **第十一條**

借用單位於場地使用結束後，須於當日回復原狀，並本院確認無誤。相關花籃或其他非屬於本院物品，亦應於當日負責清潔及運離，本院概不負保管責任。借用單位之貴重財物、設備及資料，應自行派員妥為保管，如有遺失或損毀，本院概不負責。

#### **Article 11**

The borrowing unit must restore the venue to its original condition on the returning day, subject to verification by the College. Any flower arrangements or other items not belonging to the College must also be removed and cleaned up, as the College assumes no responsibility for safekeeping. Valuable property, equipment, and documents of the borrowing unit must be safeguarded by the unit itself, and the College is not liable for any loss or damage.

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#### **第十二條**

使用本院各項設備或器材，均應妥善維護，如有遺失或損壞，需照價賠償；若借用單位使用前即已發現瑕疵或毀損者，應立即告知本院處理，如因疏於告知而繼續使用致使損害發生或擴大，應由借用單位負責賠償。借用單位未經允許不得擅自移動或私自架設本院之各項設備。

#### **Article 12**

Any College equipment or facilities used must be properly maintained. Any loss or damage will require compensation at cost. If defects or damages are identified before use, the borrowing unit must immediately notify the College. If the borrowing unit fails to report issues and continues usage, causing or exacerbating damage, it will be held responsible for compensation. Borrowing units are not allowed to move or install College equipment without authorization.

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#### **第十三條**

其他未盡事宜，悉依本校「國立中興大學場地設備管理使用暨收費辦法」規定辦理。

#### **Article 13**

Any matters not covered in these regulations shall be handled in accordance with the "Venue and Equipment Usage and Fee Guidelines of National Chung Hsing University."

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#### **第十四條**

本辦法陳請校長核定後公布實施；修訂時亦同。

#### **Article 14**

These regulations shall be implemented after approval by the President of the University. The same applies to any revisions.

# 國立中興大學理學院管轄場地收費標準

112 年 07 月 24 日修訂

場所名稱	場地使用費 (以小時計)	場佈撤場費 (以小時計)	清潔費 (以天數計)	保證金 (以場次計)
國際會議廳(300人)	4,000	1,000	2,000*	2,000
理學會議廳(80人)	2,500	500	1,000	2,000
101研討室(72人)	1,800	500	1,000	1,000
102研討室(54人)	1,500			
106研討室(54人)				

## 說明:

- 一、場地使用費及場佈撤場費以「小時」計算，逾期使用每小時加收該時段場地使用費之 30%，未滿 1 小時以 1 小時計。  
清潔費以「天數」計算。  
保證金以「場次」計算(3 天含以下算一場，以此類推)，一個場地收取一份保證金。
- 二、收據抬頭為「國立中興大學」者，場地使用費以 80% 計算，理學院所屬單位場地費與清潔費均以 50% 計算。
- 三、本校學生活動申請場地借用填寫申請表時，社團活動需經指導教師及課外活動組核章，系活動需經導師及單位主管核章，如使用活動為非營利用途時，得免收場地使用費及場佈撤場費，惟應繳納清潔費，如為收費型之活動，比照理學院所屬單位收費。
- 四、若逢星期例假日、國定假日、校定假日，校外單位照表加收該時段費用之 50%，本校其他單位及理學院所屬單位照表加收該時段費用之 30%，理學院暨理學大樓所屬單位請自行負責大門管制門禁，其餘各單位須另支付大門管制人員費。
- 五、國際會議廳內除飲用水外禁止攜帶食物、飲料，違反者沒收保證金。  
\*表示如有使用廁所，額外加收廁所清潔費 1,000 元/時段。
- 六、各單位欲借用場地者，請事先自行勘查場地並詢問相關設備、器具，以確認是否符合需求。請務必於使用前一至二天進行設備測試，以免發生軟體不合而影響使用。一旦提出申請，即視為已了解並同意本大樓場地所供應之環境與器材並將自行進行測試，如遇不可抗力之因素，於申請後發生任何糾紛情事，請使用單位自行處理。
- 七、活動來賓停車管理費依本校車輛管理辦法收費要點規定，請向事務組洽詢繳費事宜。
- 八、各場地使用結束，經確認場地回覆原狀或俟各項破壞之設備復原後，始退還保證金。

## Fee Standards for Venues under the College of Science, National Chung Hsing University

revised on July 24, 2023

Venue	Venue Usage Fee	Setup and Evacuation Fees	Cleaning Fee	Deposit
International Conference Hall (300 people)	NT\$4,000/hour	NT\$1,000/hour	NT\$2,000/day	NT\$2,000/event
Science Conference Hall (80 people)	NT\$2,500/hour	NT\$500/hour	NT\$1,000/day	NT\$2,000/event
S101 (72 people)	NT\$1,800/hour	NT\$500/hour	NT\$1,000/day	NT\$1,000/event
S102 (54 people)	NT\$1,500/hour			
S106 (54 people)				

**Notes:**

1. Venue usage and setup/dismantling fees are calculated on an hourly basis. Overruns will incur an additional charge of 30% of the hourly rate, rounded up to the next hour.  
Cleaning fees are calculated on a daily basis.  
Deposits are calculated per event (one event equals up to three days). Only one deposit is charged per venue.
2. For receipts titled "National Chung Hsing University," venue usage fees are calculated at 80%, and fees for College of Science units are calculated at 50%.
3. When students apply to borrow venues for activities, club events must be approved by the faculty advisor and the Extracurricular Activities Section, while departmental events require approval from the instructor and unit supervisor. For non-profit activities, venue usage fees and setup/dismantling fees may be waived, but cleaning fees must still be paid. For profit-based activities, fees will follow the rates applicable to College of Science units.
4. On weekends, national holidays, or university holidays, external units will incur an additional 50% charge for the time slot, while internal units, including the College of Science, will incur an additional 30% charge. Units affiliated with the College of Science or Science College Building are responsible for managing main gate access control, while other units must pay for gate personnel fees.
5. Food and beverages, except drinking water, are prohibited in the International Conference Hall. Violations will result in forfeiture of the deposit.  
\*If restroom facilities are used, an additional cleaning fee of NT\$1,000 per time slot will be charged.
6. Units intending to borrow venues must inspect the site and inquire about relevant equipment in advance to confirm suitability. Equipment testing must be conducted 1-2 days before usage to avoid software compatibility issues. By submitting an application, the unit acknowledges understanding and agreement to the venue's provided conditions and equipment testing responsibilities. In the event of uncontrollable factors causing disputes after application, the borrowing unit is responsible for resolving the matter.
7. Parking fees for event guests are charged in accordance with the University's Vehicle Management Guidelines. Please contact the General Affairs Section for payment details.
8. After venue usage ends, the deposit will only be refunded once the venue is restored to its original condition or any damaged equipment has been repaired.