

# **Guidelines for the Provision, Use, Fee Collection, and Management of Facilities, National Taipei University of Business**

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- I. To ensure that the various facilities of National Taipei University of Business (hereinafter “the University”) are utilized to their full potential, made available to on-campus and off-campus entities, and properly managed, the University hereby adopts the Guidelines for the Provision, Use, Fee Collection, and Management of Facilities of National Taipei University of Business (hereinafter “these Guidelines”) pursuant to the proviso to Article 28 of the National Property Act.
- II. The University’s facilities are provided for use by the University’s administrative units, academic units, and student clubs in organizing relevant activities, and are also open through application by government agencies, schools, and external organizations.
- III. For the purposes of these Guidelines, “facilities” refers to classrooms, the gymnasium, Chung-Cheng Hall, the International Conference Hall, the music hall, tiered lecture rooms, meeting rooms, sports courts and fields, and other spaces that may be made available for external use (collectively, the “Facilities”).
- IV. Applications to use University facilities shall, in principle, be submitted 20 days prior to the date of the event:
  - (I) On-campus units: The requesting unit shall complete an application form, obtain the approval and signature of the head of the respective unit, and then submit it to the managing unit to complete the facility use procedures.
  - (II) Student clubs and departmental student associations: The requesting student club or departmental student association shall complete an application form. Student clubs shall obtain approval from the Office of Student Affairs, and departmental student associations shall obtain approval from their respective departments or institutes, before forwarding the application to the managing unit to complete the facility use procedures.
  - (III) Off-campus agencies and organizations: An official letter or complete application form must be submitted to apply for use of University facilities.For applications under subparagraph 3 of the preceding paragraph, and for subparagraphs 1 and 2 where fees are required, the application must first be reviewed by the Office of General Affairs. The applicant shall then pay all required fees at the Cashier Section of the Office of General Affairs before the facilities may be used.
- V. Fees for the use of University facilities are as follows:

The schedule of cleaning fees and utility charges for the use of various University facilities is set out in the attached table.

  - (I) No fees shall be charged when University units organize on-campus activities related to

University business.

- (II) No fees shall be charged when student clubs or departmental student associations organize activities for on-campus clubs or departmental associations.
- (III) Where University units, student clubs, or departmental student associations co-organize or assist in organizing activities with off-campus organizations, fees shall be charged at 50% of the standard rates if no fees are collected from participants; if participants are charged, the full standard rates shall apply.
- (IV) Where University units implement various projects and use University facilities for project-related activities, fees shall be charged at 50% of the standard rates. However, if the funding agency organization does not provide venue usage fees, such fees shall be covered by the matching funds from participating universities.
- (V) Off-campus entities shall be charged the full amount in accordance with the standard fee schedule.
- (VI) In other special circumstances, fees shall be handled by the using unit upon approval by the President.

VI. The principles governing the management of facilities and equipment are as follows:

- (I) The facilities and equipment of the University shall, in principle, be made available on a priority basis to University units and student clubs for organizing activities.
- (II) Use of University venues shall be limited to the provision of existing equipment. Any additional decorations or arrangements shall be subject to the University's prior consent. Upon the conclusion of the event, the using unit shall promptly clean the venue and restore it to its original condition. Otherwise, the University may carry out the cleaning itself, and the relevant expenses shall be borne by the using unit. In the event of any damage to public property, the using unit shall be liable for compensation.
- (III) Where any of the following circumstances occurs in the course of using University facilities or equipment, the University reserves the right to demand the immediate cessation of use and to take action in accordance with applicable laws and regulations.
  - 1. Violation of government policies or laws and regulations.
  - 2. Violation of public order or good morals.
  - 3. Adverse impact on teaching activities or University affairs.
  - 4. Adverse impact on campus safety or on the physical or mental health of faculty and students.
  - 5. Use beyond the scope permitted under building regulations or the approved use specified in the building permit.
  - 6. Use that is inconsistent with the original application, or unauthorized transfer of the venue to a third party.
  - 7. Violation of these Guidelines or other relevant regulations governing the use of University facilities and equipment.

VII. When using any University venue, the using unit shall comply with the following requirements:

- (I) Any venue decoration shall be approved by the University's managing unit in advance (including posters, signage, lighting, electrical wiring, etc.).
- (II) Any damage to equipment provided by the University shall be repaired or compensated based on market value (or restored to its original condition).
- (III) All items brought in by the using unit shall be properly safeguarded by the unit itself; the University assumes no responsibility for safekeeping.
- (IV) Activities shall be conducted at the designated location and within the approved time period. The using unit shall strictly observe the approved hours of use. In the event of overtime use, the University may, depending on the circumstances, terminate use and seek compensation for any losses and related liabilities.
- (V) No conduct in violation of laws or regulations is permitted.
- (VI) During the activity period, the using unit shall be responsible for maintaining order, equipment, public safety, traffic, and environmental hygiene inside and outside the venue,

and shall comply with the instructions of the venue management personnel.

(VII) All activity venues of the University are strictly non-smoking, and no commercial business activities unrelated to educational purposes are allowed.

(VIII) It is prohibited to use products that endanger national information security (such as software, hardware, and services produced by manufacturers from mainland China). If any device is found to have been hacked or compromised, the power to that device shall be turned off immediately and the management personnel shall be notified for follow-up handling.

Any using unit that violates any of the preceding subparagraphs shall be held responsible in accordance with applicable laws and regulations. If such violation causes damage to the University, the using unit shall also be liable for compensation.

VIII. If, due to reasons not attributable to the using unit, the venue cannot be used as scheduled, the fees already paid shall be refunded without interest, except for expenses already incurred or where a different period of use has been separately agreed.

IX. For specialized classrooms, seminar rooms, computer classrooms, sports rooms, courts, and other spaces under the direct management of individual departments or institutes, the consent of the managing unit shall be obtained and the President's approval secured before such spaces may be made available for use.

X. Where the University has special needs that require it to use a venue for its own purposes, it may notify the originally approved using unit to cancel the venue use and refund the fees paid without interest. The using unit may not raise objections or claim compensation.

XI. These Guidelines shall be implemented after approval by the University Administrative Meeting and ratification by the President. The same procedure shall apply to any amendments.

Attached Table 1 Schedule of Cleaning and Utilities Fees for the Use of Venues at the Taipei Campus of National Taipei University of Business

Venue	Layout	Capacity	Fee per session	Basic equipment	Administrative unit
Administration Building Administrative Conference Hall	Flat floor	80 persons	NT\$13,200	Including microphone(s), air conditioning, digital lectern, and projector	General Affairs Division
Administration Building VIP Room	Flat floor	14 persons	NT\$2,200	Air conditioning	General Affairs Division
Administration Building Conference Rooms 1 and 2	Flat floor	21 persons	NT\$3,850	Including microphone(s), air conditioning, digital lectern, and projector	General Affairs Division
Wuyu Building B1 – lobby and booth area	Flat floor	-	NT\$1,100	Air conditioning	General Affairs Division
Chengxi Building International Conference Hall	Flat floor	200 persons	NT\$30,250	Including microphone(s), air conditioning, digital lectern, and projector	Information and Networking Center
Wu-Yu Building, Liu-ye Building Standard Classroom	Flat floor	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Various Departments and Graduate Institutes
Wuyu Building, Room 504a Standard Classroom	Flat floor	36 persons	NT\$1,466	Including microphone(s), air conditioning, digital lectern, and projector	Department of Business Administration
Wuyu Building, Room 504b Seminar Room	Flat floor	15 persons	NT\$734	Includes air conditioning and computer display equipment	Department of Business Administration
Cheng-Hsi Building, Rooms 405 and 505 Tiered Classroom	Tiered seating	100 persons	NT\$6,050	Including microphone(s), air conditioning, digital lectern, and projector	General Affairs Division
Chenghsi Building, 4th–5th Floors Standard Classroom	Flat floor	35 - 45 persons	NT\$2,750	Including microphone(s), air conditioning, digital lectern, and projector	General Affairs Division
Chenghsi Building 3rd Floor Standard Classroom	Flat floor	35 - 45 persons	NT\$2,750	Including microphone(s), air conditioning, digital lectern, and projector	Department of Continuing Education
Chenghsi Building Room 303 Specialized Classroom	Flat floor	40 persons	NT\$3,850	Including microphone(s), air conditioning, digital lectern, and projector	Department of Continuing Education

Venue	Layout	Capacity	Fee per session	Basic equipment	Administrative unit
Chenghsi Building Room 705 Conference Room	Flat floor	8 persons	NT\$1,100	Including projector and air conditioning	Information and Networking Center
Chung Cheng Hall	Flat floor	200 persons	NT\$9,900	Including microphone and air conditioning	Office of Student Affairs
6th Floor, Administration Building Conference Room	Flat floor	28 persons	NT\$4,400	Including microphone and air conditioning	Research and Development Division
Concert Hall	Tiered seating	120 persons	NT\$13,200	Including microphone(s), air conditioning, digital lectern, and projector	General Education Center
Cheng-Hsi Building, Rooms 102 and 103	Flat floor	120 persons	NT\$13,200	Including air conditioning and projector	General Affairs Division
Chenghsi Building Room	Flat floor	50 persons	NT\$5,500	Including air conditioning and projector	General Affairs
Computer Room	Flat floor	50 persons	NT\$5,500	Includes air conditioning and computer equipment	Information and Networking Center
Language Classroom	Flat floor	50 persons	NT\$7,700	Includes air conditioning and language teaching equipment	Teaching and Learning Development Center
Specialized Classroom, 6th Floor, Chung Cheng Memorial Hall	Flat floor	30 persons	NT\$3,850	Including microphone(s), air conditioning, digital lectern, and projector	Department of Business Administration
Specialized Classroom, 7th Floor, Chung Cheng Memorial Hall	Flat floor	40 persons	NT\$4,950	Including microphone(s), air conditioning, digital lectern, and projector	Department of Business Administration
5th Floor, Administrative Building Lecture Hall (A505)	Tiered seating	40 - 60 persons	NT\$7,700	Including microphone(s), air conditioning, digital lectern, and projector	Graduate Institute of Information Research
5th Floor, Administrative Building Specialized Classroom (A503)	Flat floor	15 persons	NT\$3,850	Includes microphones, air conditioning, a digital lectern, a projector, and computer equipment	Graduate Institute of Information Research

Venue	Layout	Capacity	Fee per session	Basic equipment	Administrative unit
5th Floor, Administrative Building Specialized Classroom (A506)	Flat floor	15 persons	NT\$6,050	Includes microphones, air conditioning, a digital lectern, a projector, and Mac computers	Graduate Institute of Information Research
Specialized Classroom B, 1st Floor, Chung Cheng Memorial Hall	Flat floor	B:12 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Accounting Information
Chung Cheng Memorial Hall, 1st Floor Specialized Classroom C	Flat floor	C:10 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Public Finance and Tax Administration
Chung Cheng Memorial Hall, 1st Floor Seminar Room	Tiered seating	40 persons	NT\$4,950	Including microphone(s), air conditioning, digital lectern, and projector	Department of Accounting Information
Liuyi Building Rooms 509 and 510 Computer Room	Flat floor	50 persons	NT\$5,500	Includes air conditioning and computer equipment	Department of Accounting Information
Liuyi Building Rooms 508 and 512 Specialized Classroom	Flat floor	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Accounting Information
Wuyu Building Room 403 Specialized Classroom	Tiered seating	40 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Finance
Wuyu Building Room 404 Specialized Classroom	Flat floor	40 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Finance
Wuyu Building Room 405 Specialized Classroom	Flat floor	40 persons	NT\$5,500	Including microphone(s), air conditioning, digital lectern, and projector	Department of Finance
Wuyu Building Room 406 Computer Room	Flat floor	40 persons	NT\$5,500	Includes air conditioning and computer equipment	Department of Finance
Wuyu Building Room 407A	Flat floor	18 persons	NT\$3,850	Includes microphone, air conditioning, laptop computer, digital lectern, projector	Department of Finance

Venue	Layout	Capacity	Fee per session	Basic equipment	Administrative unit
Wuyu Building, Room 608C Seminar Room	Flat floor	18 persons	NT\$3,850	Includes air conditioning, digital lectern, projector	College of Finance and Economics
Wuyu Building, Rooms 703 and 704 Specialized Classroom	Flat floor	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Public Finance and Tax Administration
Wuyu Building, Room 705	Tiered seating	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Public Finance and Tax Administration
Wuyu Building Room 205 Specialized Classroom	Tiered seating	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of International Business
Wuyu Building, Rooms 207 and 208 Specialized Classroom	Flat floor	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of International Business
Wuyu Building Room 204 Computer Room	Flat floor	50 persons	NT\$4,950	Includes air conditioning and computer equipment	Department of International Business
Wuyu Building, Rooms 505 and 606 Specialized Classroom	Tiered seating	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Business Administration
Wuyu Building Room 507 Specialized Classroom	Flat floor	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Business Administration
Wuyu Building Room 605 Computer Room	Flat floor	50 persons	NT\$4,950	Includes air conditioning and computer equipment	Department of Business Administration
Administration Building, Rooms 401 and 402 (Computer Classrooms)	Flat floor	45 persons	NT\$4,950	Includes air conditioning and computer equipment	Department of Information Management
Liuyi Building, Room 403 Specialized Classroom	Tiered seating	50 persons	NT\$4,950	Including microphone(s), air conditioning, digital lectern, and projector	Department of Information Management
Liuyi Building Rooms 408 and 409 Specialized	Flat floor	50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Information Management

Venue	Layout	Capacity	Fee per session	Basic equipment	Administrative unit
Classroom					
Liuyi Building, Rooms 304, 305, 307, and 308 Specialized Classroom	Flat floor	304: 28 persons 305: 36 persons 307: 32 persons 308: 50 persons	NT\$2,200	Including microphone(s), air conditioning, digital lectern, and projector	Department of Applied Foreign Languages
Student Activity Center Table Tennis Room	Flat floor	14 table tennis tables	NT\$6,050 (2 hours) NT\$9,900 (4 hours)	Including air conditioning	Physical Education Office
Chung Cheng Memorial Hall Billiards Room	Flat floor	9 table tennis tables	NT\$6,050 (2 hours) NT\$9,900 (4 hours)	Including air conditioning	Physical Education Office
Weight Training Room	Flat floor	35 persons	NT\$3,300 (2 hours) NT\$4,400 (4 hours)	Including air conditioning	Physical Education Office
Cardio Training Room	Flat floor	30 persons	NT\$6,050 (2 hours) NT\$9,900 (4 hours)	Includes air conditioning, sound system	Physical Education Office
Dance Classroom	Flat floor	36 persons	NT\$4,950 (2 hours) NT\$7,700 (4 hours)	Includes air conditioning, sound system	Physical Education Office
Stadium	Flat floor	2000 persons	NT\$8,800 (2 hours) NT\$15,400 (4 hours)	Includes air conditioning, sound system	Physical Education Office
Liuyi Building Underground Running Track	Flat floor	200 persons	NT\$3,250 (2 hours) NT\$4,500 (4 hours)		Physical Education Office
Outdoor Volleyball Court	Flat floor	Court	NT\$800 (2 hours) NT\$1,500 (4 hours)		Physical Education Office
Outdoor Basketball Court	Flat floor	Court	NT\$800 (2 hours) NT\$1,500 (4 hours)		Physical Education Office
TV Wall		Court	NT\$2,750 (Entrance of Chengxi Building)	Including electricity charges (no discount)	Secretariat Office
TV Wall		Court	NT\$1,760	Including electricity charges (no discount)	Office of Student Affairs

Notes:

1. Unless otherwise specified in hours, venue use is charged based on three daily sessions: morning session 08:00–12:00, afternoon session 13:00–17:00, and evening session 18:00–22:00. Charges are calculated on a per-session basis. For overtime use, an additional charge of up to one hour will be imposed, based on the average hourly rate for that session. Any period of less than one hour is counted as one full hour. Classrooms used for examinations are charged as one session, and access for set-up is allowed one hour prior to the start of that session.
2. In addition to the basic in-house equipment, other equipment is subject to extra charges: NT\$50 per long table, NT\$20 per chair, and NT\$200 per microphone.
3. The University does not provide parking spaces. Where parking is approved for special reasons, a cleaning fee of NT\$80 per vehicle will be charged.
4. After venue use and fees have been approved, the fees shall be collected by the Cashier Section of the Office of General Affairs, either by billing or in cash, and an official receipt shall be issued.

Attached Table 2 Schedule of Cleaning Fees and Utility Charges for Use of Venues at the National Taipei University of Business, Taoyuan Campus

Venue		Layout	Capacity	Fee per session	Basic equipment	Administrative unit
Hong-Yi Building	Classroom	Flat floor	40 - 60 persons	NT\$1,320	Includes air conditioning, digital lectern	General Services Section
Hong-Yi Building	Computer Room	Flat floor	50 persons	NT\$2,750	Includes air conditioning, digital lectern	Information and Networking Center
Hong-Yi Building	Conference Room	Flat floor	40 persons	NT\$2,200	Including microphone and air conditioning	General Services Section
Hong-Yi Building	Seminar Room	Flat floor	10 persons	NT\$550	Including airconditioning	General Services Section
Hong-Yi Building	Specialized Classroom	Flat floor	30 persons 60 persons	NT\$1,650 NT\$3,300	Includes air conditioning, office desk and chairs	Each managing units
Hong-Yi Building	Tiered Classroom	Tiered seating	125 persons	NT\$3,850	Includes air conditioning, digital lectern	Student Affairs Section
			150 persons	NT\$4,400		
Gong-Neng Building	International Conference Hall	Tiered seating	220 persons	NT\$22,000	Includes microphone, digital lectern, air conditioning	General Services Section
Outdoor Volleyball(Tennis) Court		Court		NT\$700		Physical Education Office
Outdoor Basketball Court		Court		NT\$700		Physical Education Office
Other Public Spaces		Booth		NT\$1,000		Each managing units
Weight Training Room		Flat floor	25 persons	NT\$2,750 (2 hours)		Physical Education Office
Table Tennis Room (I)		Flat floor	9 table tennis tables	NT\$3,960		Physical Education Office
Table Tennis Room (II) (III)		Flat floor	3 table tennis tables	NT\$1,320		Physical Education Office
Track and Field Stadium		Flat floor	2,000 persons	NT\$10,000		Physical Education Office

Covered court	Flat floor	3 courts	For sports use: NT\$6,000	Including night lighting	Physical Education Office
			For non-sports use: NT\$9,000		

Notes:

1. Unless otherwise specified in terms of hours, the calculation standard for venue use periods is charged based on three time slots per day: Morning: 08:00–12:00; Afternoon: 13:00–17:00; Evening: 18:00–22:00. Charges are calculated on a per-session basis. For overtime use, an additional charge of up to one hour will be imposed, based on the average hourly rate for that session. Any period of less than one hour is counted as one full hour. Classrooms used for examinations are charged as one session, and access for set-up is allowed one hour prior to the start of that session.
2. In addition to the basic on-site equipment, if any other equipment is required, please complete the “National Taipei University of Business Equipment Borrowing Application Form” separately, and additional fees will be charged as follows: NT\$50 per rectangular table, NT\$20 per chair, and NT\$200 per microphone.
3. After each venue is approved, the fees shall be collected by the Cashier Section, Office of General Affairs, by receipt or cash, and a receipt shall be issued.
4. For other public spaces, the standard area for each booth is within 16 square meters.

Attached Table 3 Schedule of Cleaning Fees and Utility Charges for Use of Library Venues at National Taipei University of Business

I. Fee Standards for Use of Venues at the National Taipei University of Business Library, Taipei Main Library

Venue	Method of Use	Available Time Slots	Fee per session	Remarks	
Taipei Public Library - Central Library	1. Library 1st Floor and 3rd-6th Floors (Each borrowing application is limited to one single floor of the Library) / 2. University History Museum	Still photography	During the semester: Saturdays and Sundays; during winter and summer vacations: Mondays to Fridays Hours: 09:00-16:00	09:00-12:00/ NT\$3,000 13:00-16:00/ NT\$3,000	Entry limited to no more than 5 persons
		Filming for video productions such as movies and advertisements		09:00-12:00/ NT\$5,000 13:00-16:00/ NT\$5,000	Entry limited to no more than 10 persons
		Wedding photography		09:00-12:00 / Free of charge 13:00-16:00 / Free of charge	Limited to faculty, staff, students, and alumni of the University (entry limited to no more than 10 persons)
		Photography for course assignments or academic research		09:00-12:00 / Free of charge 13:00-16:00 / Free of charge	Limited to faculty, staff, and students of the University (entry limited to no more than 5 persons)
	Library 2nd Floor (excluding the Kao Hsi-Kun Study)	Examination Affairs Center	Morning time: 08:00-12:00 Afternoon time: 13:00-17:00	08:00-12:00/ NT\$5,000 13:00-17:00/ NT\$5,000	200 persons
	Library 2nd Floor Kao Hsi-Kun Study	Meetings, lectures	Monday to Friday Morning time: 08:30-12:30 Afternoon time: 13:00-17:00 Saturday and Monday 08:30-12:30	NT\$2,500 / per time slot	24 persons With projector, projection screen, air conditioning, microphone
	Library B1 (International Marketing Auditorium)	Meetings, lectures, film screenings, others (as determined by the Library)	Monday to Friday Morning time: 08:30-12:30 Afternoon time: 13:00-17:00 Saturday and Monday 08:30-12:30	NT\$15000/per time slot	108 persons With a 200-inch screen, computer, air conditioning, microphone

II. Fee Standards for Use of Venues at the National Taipei University of Business Library, Taoyuan Branch Library

Venue	Method of Use	Available Time Slots	Fee per session	Remarks
Branch Library 1st and 2nd Floor Areas	Still photography	1. During the semester: Saturday or Sunday	09:00-12:00/ NT\$2,000 13:00-16:00/ NT\$2,000	Entry limited to no more than 5 persons
	Filming for video productions such as movies and advertisements	2. During winter and summer vacations: Monday to Thursday	09:00-12:00/ NT\$3,000 13:00-16:00/ NT\$3,000	Entry limited to no more than 10 persons
	Wedding photography	3. Morning time slot: 09:00-12:00	09:00-12:00 / Free of charge 13:00-16:00 / Free of charge	Limited to faculty, staff, students, and alumni of the University (entry limited to no more than 10 persons)
	Photography for course assignments or academic research	Afternoon time slot: 13:00-16:00 4. On Saturdays or Sundays, only the morning time slot is available	09:00-12:00 / Free of charge 13:00-16:00 / Free of charge	Limited to faculty, staff, and students of the University (entry limited to no more than 5 persons)
Branch Library 1st Floor Lobby	Arts and cultural events, product displays, ceremonies		09:00-12:00/ NT\$3,500 13:00-16:00/ NT\$3,500	1. Entry limited to 350 persons. 2. Includes microphone, projection wall, TV wall, air conditioning. 3. Faculty, staff, and students of the University may apply for use by submitting the application form; free of charge upon approval.
Branch Library Special Exhibition Area	Arts and cultural exhibitions	1. During the semester: Monday to Friday and Saturday or Sunday 2. During winter and summer vacations: Monday to Thursday	09:00-12:00/ NT\$1,000 13:00-16:00/ NT\$1,000	1. Includes 16 display panels, hooks, spotlights, air conditioning. 2. Faculty, staff, and students of the University may apply for use by submitting the application form; free of charge upon approval.
Branch Library Group Discussion Room	Seminars / discussion activities	3. Morning time slot: 09:00-12:00 Afternoon time slot: 13:00-16:00 4. On Saturdays or Sundays, only the morning time slot is available	09:00-12:00/ NT\$1,500 13:00-16:00/ NT\$1,500	1. Entry limited to 40 persons. 2. Includes microphone, projector, air conditioning. 3. Faculty, staff, and students of the University may apply for use by submitting the application form; free of charge upon approval.