

國立陽明交通大學陽明校區教室管理借用施行細則

National Yang Ming Chiao Tung University Rules for Managing and Borrowing Classrooms on the Yangming Campus

111 年 07 月 20 日 本校 110 學年度第 1 次臨時行政會議通過
Approved at the 1st Interim Administrative Affairs Meeting of the 10th Academic Year on July 20, 2022

一、依據國立陽明交通大學教室管理借用辦法第五條，訂定陽明校區教室管理借用施行細則。

1. The rules are made according to Article 5 of National Yang Ming Chiao Tung University Regulations for Managing and Borrowing Classrooms.

二、本細則所稱之借用，其用途限以教育、學術或產學活動相關，不影響校園安全及本校區已安排之教學活動為原則，為妥善管理校園秩序及清潔，酌收相關費用。

2. The purpose of borrowing a classroom, as mentioned in the rules, is limited to educational, academic or industry-university activities and should not affect campus safety and the teaching activities on the campus. Fees will be charged to maintain campus order and keep it clean.

三、本細則可供借用之教室係指教務處管理之共同教室，不含實驗室。

3. The classrooms available for borrowing in the rules refer to the common classrooms managed by the Office of Academic Affairs, exclusive of laboratories

四、借用程序

共同教室優先提供校內單位(主辦或協辦)借用；校外單位須經專案簽呈核准，始可申請借用。校內、外單位借用共同教室，應於借用前二週向教務處課務一組提出申請，申請時需檢附相關公文或計畫，經本校同意並繳清費用，始得借用。

4. The borrowing procedures:

On-campus units, whether they be the host or a co-organizer, will be given priority to borrow common classrooms, whereas off-campus units must make requests for approval before they can apply for borrowing classrooms. On-campus or off-campus units that want to borrow common classrooms should submit an application to the 1st Division of Curriculum of the Office of Academic Affairs two weeks in advance, with relevant official documents or plans attached. Only with the school's approval and the payment of the fees can they borrow the classroom.

五、借用時段及收費標準

(一)借用共同教室之費用與保證金，應於使用前一星期至本校出納一組繳清，收據影本送教務處課務一組備查，逾時未繳費者以取消論。

(二)借用時段及收費標準

1. 每一時段4小時，每日分為三時段：上午8:00~12:00、下午13:30~17:30、晚上18:00~22:00。

2. 本校區共同教室借用收費標準如附表一。

(三)借用收費方式

借用單位	用途	收費方式	
校外	教育、學術或產業活動	向與會者收費 (具研究計畫或經費補助者)	收取全額場地使用費用及基本設施維護費，須繳保證金。
		未向與會者收費 (或與本校協辦具證明者)	酌收 8 成場地使用費用及基本設施維護費，須繳保證金。
校內	教育、學術或產業活動	向與會者收費 (具研究計畫或經費補助者)	酌收 6 成場地使用費用及基本設施維護費，須繳保證金。
		未向與會者收費	<ul style="list-style-type: none"> ● 上班時間免費，但須繳申請書。 ● 非正常上班時段，酌收2成場地使用費及基本設施維護費。如需管理人員協助，酌收工作費，每人每時段1,200元。
	本校各單位因公務需要		免費，惟非正常上班時段如需管理人員協助，酌收工作費，每人每時段1,200元。

5. The Borrowing period and charging standards.

- The fee and deposit for borrowing a common classroom should be paid in full to the 1st Division of Cashiers one week in advance. A copy of the receipt should be sent to the 1st Division of Curriculum for reference. Failure to pay within the time limit will result in cancellation.
- The borrowing period and charging standards
 - Each time period has 4 hours, with the day divided into three slots: 8:00~12:00 a.m.; 13:30~17:30 p.m.; and 18:00~22:00 at night.
 - The charging standards for borrowing a common classroom on the campus is shown in Appendix 1.
- How the fee is charged.

Borrowing unit	Purpose	How the fee is charged	
Off-campus	educational, academic or industry-university activities	Attendees are charged (Those with research plans or funding subsidies)	Full venue usage and basic facility maintenance fees will be charged, along with a required deposit.
		Attendees are not charged (Those with proof of co-organizing with the school)	80% of the venue usage and basic facility maintenance fees will be charged, along with a required deposit.

Borrowing unit	Purpose	How the fee is charged	
On-campus	educational, academic or industry-university activities	Attendees are charged (Those with research plans or funding subsidies)	60% of the venue usage and basic facility maintenance fees will be charged, along with a required deposit.
		Attendees are not charged	<ul style="list-style-type: none"> ● Free during normal office hours, but an application form is required. ● Outside normal office hours, 20% of the venue usage and basic facility maintenance fees will be charged. If assistance from management personnel is required, a fee of NT\$1,200 per person per session will be charged.
	For doing official business		Free of charge; however, if assistance from management personnel is required outside normal office hours, a fee of NT\$1,200 per person per session will be charged.

六、使用規定：

- (一)除可移動之桌椅外，嚴禁移動或堆疊課桌椅，嚴禁釘掛、黏貼牆壁、玻璃、布幕、門窗及課桌椅等。
- (二)若需另加佈置，應於計畫書中提出佈置圖示，於不違反前項原則且經本處同意，並不得破壞或改變原狀。
- (三)如發現有損害相關設備、課桌椅及教室內外空間環境之虞，本處得隨時終止借用；如有毀損，須負責賠償及修繕責任；違規張貼、懸掛或架設等物，由本處逕行清除，不再通知。
- (四)如發生空襲、震災或火災等意外事件，應由借用單位負責並採取避難措施，指導人員疏散，以維護安全。
- (五)本校若因緊急需要調整場地，借用單位應配合調度更改，借用單位若無法配合，本校無息退還所繳費用，借用單位不得請求賠償或異議。
- (六)借用單位如有違背上述規定導致罰款事宜，需繳清罰款始可結案。若主辦單位未結清款項，本校之協辦單位須負擔連帶賠償責任始可結案。
- (七)除天災或不可抗力之事由外，已繳費用概不退還。
- (八)違規情節重大者，列為拒絕借用名單。

6. Terms of Use:

- a. It is strictly prohibited to move or stack desks and chairs, except for movable ones, and to nail or hang things on the walls, glass panes, curtains, doors and windows, desks, and chairs, etc.
- b. If decoration is required, a layout diagram should be attached to the application plan to obtain approval of the Office. No violation of the preceding item, and no damage or change is allowed.

- c. If there is any risk of damage to related equipment, desks and chairs, and the environment inside and outside the classroom, the Office may terminate the loan at any time; if damage occurs, the borrowing unit should be responsible for making a compensation or repairing the damaged property; any illegally posted, hung or erected objects will be removed by the Office without further notice.
- d. In the event of an air raid, earthquake, fire or other unexpected incident, the borrowing unit should be responsible for evacuating people from the classroom to ensure their safety.
- e. If the school is to use the borrowed classroom due to emergency needs, the borrowing unit should adapt to fit the school's schedule. If the borrowing unit cannot do it, the school will refund the paid fees without interest, and the borrowing unit should not request compensation or raise an objection.
- f. If the borrowing unit violates the above rules and results in a fine, the fine must be paid before the case is closed. If the host fails to settle the payment, the school's co-organizer must bear joint liability for compensation for the case to be closed.
- g. Except for natural disasters or force majeure, the paid fees will not be refunded.
- h. Those with serious violations will be put on the list of the units that'll be refused to borrow a classroom in the future.

七、本細則經行政會議通過後施行，修正時亦同。

- 7. The rules and their amendments will be approved by the Administrative Meeting before they are implemented.

國立陽明交通大學陽明校區共同教室借用收費標準表

位置	教室名稱/容納人數	場地使用費/ 時段	基本設施維 護費/時段	保證金	備註
教學大樓	綜一教室(180 人) 綜二教室(140 人) 綜三教室(140 人)	7,000	700	10,000	皆為階梯教室 綜三可視訊
	104 教室(63 人) 202 教室(72 人) 205 教室(63 人) 206 教室(63 人) 304 教室(59 人)	5,000	500	5,000	305 可視訊
	305 教室(97 人)	6,000	600	5,000	階梯教室
	103 教室(39 人) 203 教室(39 人) 204 教室(39 人) 301 教室(46 人) 302 教室(39 人) 303 教室(48 人)	4,000	400	5,000	
知行樓	216 教室(192 人) 406 教室(158 人)	8,000	800	10,000	216 為階梯教室;406 為 固定教室 皆可視訊
	501 教室(70 人) 503 教室(48 人)	5,000	500	5,000	
	502 教室(69 人)	6,000	600	20,000	音樂教室
圖資大樓	402 教室(74 人)	5,000	500	5,000	可硬體視訊
	403 教室(45 人) 404 教室(26 人) 405 教室(42 人)	4,000	400	5,000	404、405 可視訊
生醫工程 館	階梯教室(146 人)	6,000	600	5,000	階梯教室
	101 教室(72 人) 102 教室(72 人)	5,000	500	5,000	
守仁樓	101 教室(40 人) 102 教室(21 人) 103 教室(30 人) 104 教室(30 人) 105 教室(30 人)	4,000	400	5,000	101 為階梯教室，可軟 體視訊
傳統醫學 大樓甲棟	二樓演講廳(167 人)	7,000	700	10,000	階梯教室
	436 教室(30 人)	4,000	400	5,000	
	533 教室(71 人)	5,000	500	5,000	階梯教室，可軟體視訊

Appendix 1

The Table of Charging Standards for Common Classrooms on the Yangming Campus

Location	Classroom name/Capacity	Venue usage fee per slot	Basic facility maintenance fee per slot	Deposit	Note
Teaching Complex Building	Comprehensive classroom No.1 (180 people) Comprehensive classroom No.2 (140 people) Comprehensive classroom No.3 (140 people)	7,000	700	10,000	All are lecture theaters Comprehensive classroom No.3 has a video conference system.
	Classroom No.104 (63 people) Classroom No. 202(72 people) Classroom No. 205(63 people) Classroom No. 206 (63 people) Classroom No. 304 (59 people)	5,000	500	5,000	No. 305 has a video conference system.
	Classroom No. 305 (97 people)	6,000	600	5,000	lecture theater
	Classroom No. 103 (39 people) Classroom No. 203 (39 people) Classroom No. 204 (39 people) Classroom No. 301 (46 people) Classroom No. 302 (39 people) Classroom No. 303 (48 people)	4,000	400	5,000	
Zhi Xing Building	Classroom No. 216 (192 people) Classroom No. 406 (158 people)	8,000	800	10,000	No. 216 is a lecture theater; No. 406 is a normal classroom. Both have a video conference system.
	Classroom No. 501 (70 people) Classroom No. 503 (48 people)	5,000	500	5,000	
	Classroom No. 502 (69 people)	6,000	600	20,000	music classroom
The Library, Information and Research Building	Classroom No. 402 (74 people)	5,000	500	5,000	With hardware for video conferencing
	Classroom No. 403 (45 people) Classroom No. 404 (26 people) Classroom No. 405 (42 people)	4,000	400	5,000	No.404 and 405 have a video conference system.
Biomedical Engineering Building	lecture theater (146 people)	6,000	600	5,000	lecture theater
	Classroom No. 101 (72 people) Classroom No. 102 (72 人)	5,000	500	5,000	
Shouren Building	Classroom No. 101(40 people) Classroom No. 102(21 people) Classroom No. 103(30 people) Classroom No. 104(30 people)	4,000	400	5,000	No. 101 is a lecture theater with software for video conferencing.

	Classroom No. 105(30 people)				
Traditional Medicine Building A	Lecture Hall 2F (167 people)	7,000	700	10,000	lecture theater
	Classroom No. 436(30 people)	4,000	400	5,000	
	Classroom No. 533 (71 people)	5,000	500	5,000	A lecture theater with software for video conferencing