

國立陽明交通大學交大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 Chiaotung 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 110th 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，訂定交大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，係指本校各單位因教學排課用途外之事由申請使用教室。

2. The purpose of borrowing, as mentioned in the rules, is for the school's unit(s) to apply for the use of classrooms for reasons other than teaching.

三、本細則可供借用之教室

(一)教務處管理之教室。

(二)隸屬各教學單位管理並申請透過教室借用系統出借之教室。

以上均不含實驗室、電腦教室、音樂教室、語言教室、演講廳、會議室等。

3. The classrooms available for borrowing in the rules include:

a. Classrooms managed by the Office of Academic Affairs.

b. Classrooms managed by each teaching unit and borrowed through the classroom borrowing system.

Laboratories, computer classrooms, music classrooms, language classrooms, lecture halls, and conference rooms are not included.

四、借用程序

填寫教室借用系統申請單，印出紙本經申請單位主管簽核、教室管理單位及教務處同意，繳交場地費後方可使用。若為校外單位，須由校內單位提出申請。若為校外單位主辦，則為一級收費；若與校內單位主辦或合辦，則為二級收費。

4. The borrowing procedures:

The borrower can use a borrowed classroom after they've filled out an application form through the classroom borrowing system, printed it out to have it signed by the supervisor of the applicant unit, and then gained the approval from the classroom management unit and the Office of Academic Affairs. If the borrower is an off-campus entity, application must be made by an on-campus unit. If the off-campus entity is the host, it will be charged a fee for Tier 1; if it hosts or co-organizes with an on-campus unit, it will be charged a fee for Tier 2.

五、借用時段及收費標準

(一)排課用途外之教室借用分為三時段：上午 8:00~12:00、下午 13:30~17:30、夜間

18:30~21:20。【上班日上午及下午時段由館舍管理員協助教室開關門，上班日夜間時段及例假日三時段由教務處聘請工讀生開關門】

(二)借用收費標準如下：

教室等級	收費級別 單位：元/每一時段			
	一級收費	二級收費	三級收費	四級收費
A 級(有特殊設備或約 100 人以上)	4800	2400	1200	600
B 級(100 人以下)	3200	1600	800	400
說明： 1. 一級收費：本校企業會員、財團法人、公家機關團體。 二級收費：本校各單位舉辦對外收費之活動，如研討會等。 三級收費：本校教職員工社團舉辦之活動。 四級收費：本校系學會、學生社團舉辦並經課外活動組審核通過之活動。 2. 本校各單位因公務需要可免費借用教室。 3. 推廣教育課程之場地費依本校推廣教育收入收支管理要點之規定支付。				

5. The Borrowing period and charging standards.

a. Three slots are available: 8:00~12:00 a.m.; 13:30~17:30 p.m.; and 18:00~22:00 at night.

[The building administrator will open and close a borrowed classroom during the morning and afternoon hours on working days, and a part-time worker hired by the Office of Academic Affairs will open and close a borrowed classroom during the evening hours on working days and during holidays.]

b. The charging standards are listed as follows:

Classroom level	Charging Tier Unit: NT\$ per slot			
	Tier 1	Tier 2	Tier 3	Tier 4
Class A (with special equipment or attendees of 100 people or more)	4800	2400	1200	600
Class B (with attendees less than 100 people)	3200	1600	800	400

Notes:

1. Tier 1: corporate members of the school, incorporated foundations, and public agencies.
Tier 2: Fee-based activities held by the school's unit, such as a seminar.
Tier 3: Activities held by the school's the faculty and staff associations/clubs.
Tier 4: Activities that are held by students' associations and clubs and that are also approved by the Division of Extracurricular Activities.
2. Each unit of the school can borrow classrooms free of charge for official needs.
3. Venue usage fees for continuing education courses are charged in accordance with the school's rules for managing income and expenditures of promoting continuing education.

六、教室借用收費之 50% 分配予教室管理單位，用於教室設備添購與維護費用，餘由本校控管，以支應教室管理相關費用。

6. 50% of the charged fee is allocated to the classroom management unit for the purchase and maintenance of classroom equipment, with the remainder credited to the school to cover classroom management-related expenses.

七、借用單位因故取消借用時，應於原申請使用日前向教務處課務二組取消借用，課務二組審核符合退費條件後，協助造冊返還未使用時段之費用，退費清冊免再會辦教室管理單位。

7. When a unit wants to cancel the borrowing for any reason, it should make the cancellation with the 2nd Division of Curriculum of the Office of Academic Affairs before the original application date. After the 2nd Division of Curriculum verifies that the refund conditions are met, it will help register the cancellation to make the slot available again. The refund record will not be sent to the classroom management unit for reference.

八、本細則經行政會議通過後施行，修正時亦同。

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