

National Tsing Hua University

College of Technology Management

TSMC Building Space Booking Rules and Pricing Information

Approved at the 9th College Administrative Meeting of the College of Technology Management for the 2007 academic year on April 9, 2008
Amended and approved at the 6th College Administrative Meeting of the College of Technology Management for the 2008 academic year on February 11, 2009
Amended and approved at the 8th College Administrative Meeting of the College of Technology Management for the 2009 academic year on May 20, 2010
Amended and approved at the 1st College Administrative Meeting of the College of Technology Management for the 2011 academic year on September 20, 2011
Amended and approved at the 1st College Administrative Meeting of the College of Technology Management for the 2021 academic year on August 26, 2021

Article 1 The College of Technology Management of National Tsing Hua University (hereinafter referred to as the “College”) establishes these rules to effectively utilize and manage the TSMC Building space.

Article 2 **Space available for rental is as follows:**

- (1) TSMC Building's 1st, 3rd, and 9th floor atrium and entrance hall
- (2) 1st floor Sun Yun-suan Lecture Hall
- (3) 2nd floor Lecture Hall 224
- (4) 6th floor Sun Yun-suan Memorial Center
- (5) 4th and 9th floor case rooms, **classroom 421 (name yet to be determined), and 319 Kunsheng Reading Lounge**
- (6) General classrooms on the 1st to 4th floors.

Article 3 In principle, event space is exclusively for academic activities such as academic, arts/culture, celebrations, and gatherings.

Article 4 The use procedure is subject to different fees and deposits depending on the applying unit and nature of the event.

- (1) Discounts on fees are categorized as follows.
 1. Units within the College: 50% discount.
 2. Other on-campus units and organizations: 20% discount.
 3. Off-campus units: no discount.

Cleaning fees for the above are not discounted. If there are special circumstances, they can be handled on a case-by-case basis and reviewed by the Dean.

- (2) Procedure of use: Application form and affidavit letter must be filled out and approved; payment must be completed 7 days prior to the activity. If an activity is to be held, an additional deposit of NT\$1,000 will be charged, and the deposit will be refunded after the event is over and the venue is confirmed to be restored to its original state.
- (3) No-charge activities for units within the College:

1. Course-related activities (note name of course): Examinations, make-up classes, exercise classes, classroom changes, guest speakers (special lecture courses), achievement exhibitions, and thesis guidance.
2. Other college-wide activities: Regular conferences, recruiting activities, admission examinations, academic competitions, visiting scholars, college-level activities, school celebrations, graduation ceremonies, oral examinations, and orientation & farewell parties.

Article 5 Except for course-related use by units within the College, each venue is divided into three time slots: Morning (8:00-12:00), afternoon (13:00-17:00), and evening (18:00-22:00), and charges are calculated by time slot. Hourly charges for unexpired time slots or overtime will be deducted from the deposit. The fee standard, application form, and activity plan are shown in the attached table.

Article 6 Other regulations

- (1) Once the application has been approved, no unauthorized transfer or change of activity content is allowed. If you want to change the activity plan, you must submit a new application in writing 7 days before the activity.
- (2) Actual activity time and content must be consistent with the content of the application activity plan; otherwise, if any inconsistency is discovered, the use of the venue shall be stopped immediately on the spot. In addition to forfeiting the security deposit, the unit shall not be allowed to apply for the use of the venue within the next year.
- (3) After use of the venue, the unit shall clean and restore the venue to its original condition, and shall inspect the facilities and venue with the management staff. Within 10 working days after the activity is over, you can go to the College to handle return of the deposit.
- (4) During class periods, the venue shall be kept quiet, and no noise shall be made to avoid disturbing the peace of others in class.
- (5) The public space shall not be used for prohibited or dangerous things.
- (6) It is strictly forbidden to smoke or bring drinks or food into the lecture halls. Failure to comply will result in forfeiture of the deposit and cancellation of the right of use for one year. In the event of damage to the venue facilities, equipment, carpets, articles, equipment, etc., the unit shall be responsible for repairing or compensation in accordance with the price.
- (7) During the activity period, users shall pay any car entrance fee and park such vehicles in accordance with the regulations.

Article 7 Income from the venue facilities shall be allocated 80% for use by the College, in accordance with the Regulations for the Management of Self-financing Income and Expenditure of National Tsing Hua University Endowment Fund and with the Guidelines for the Management of Venue and Equipment Use and Income and Expenditure of National Tsing Hua University, to meet labor costs for venue staff (including personnel costs, overtime, part-time worker fees, and external service fees) and the necessary expenses arising from venue maintenance and operation.

Article 8 The Rules shall come into effect after being approved by the College Affairs Meeting.

National Tsing Hua University College of Technology Management TSMC Building Venue Fees

* “Cleaning fee” refers increased frequency in toilet cleaning and disinfection after an activity.
You must take away garbage generated in relation to an activity yourself.

Venue Category	Capacity	New rate standard (Time slot)	New rate standard (Hour)	Cleaning Fee	Remark	Rate Adjustment
Sun Yun-suan Lecture Hall, 1st Floor	354	33,000	11,000	2,000	Including VIP room, projection equipment, video recording equipment, full air-conditioning	Hour 10% Time slot =hour*4*0.75
Lecture Hall 901	68	16,500	5,500	2,000	Projection equipment, air conditioning	
Medium-sized case classroom 428-431, 902	32/38	9,900	3300	1,000	Projection equipment, air conditioning	
Case classroom 903, 905	50	13,200	4,400	1,000	Projection equipment, air conditioning	
Case classroom 908	60	9,900	3,300	1,000	Projection equipment, air conditioning	
Lecture Hall 224, TSMC Building	126	9,900	3,300	1,000	Projection equipment, air conditioning	
Classroom 421 (name not yet determined)	60	12,000	4,000	1,000	Multifunctional Transformation Classroom	
319 Kun Sheng Reading Lounge	50	12,000	4,000	1,000	Available during non-regular opening hours	
Sun Yun-suan Memorial Center, 6th Floor	50	9,450	3,150	1,000	projection equipment, air conditioning	
General large classroom 103, 104, 309	100-105	3,150	1050	500	General desks and chairs, projection equipment	
General medium-sized classrooms (120, 121, 203,	55-60	3,150	1050	300	General desks and chairs, projection equipment	

204, 205, 206, 223, 406)					
TSMC building 1st floor outdoor atrium	c. 100 persons	0	0	500	Outdoors
Lobby outside 1st floor lecture hall and public spaces such as entrance halls	c. 150 persons	0	0	500	Restricted to units within the College of Technology Management
Outdoor terrace on 3rd floor	c. 60 persons	0	0	300	Restricted to units within the College of Technology Management
Space outside classroom 309	c. 50 persons	0	0	300	Restricted to units within the College of Technology Management
Lobby & outdoor terrace outside 901	c. 40 persons	0	0	300	Restricted to units within the College of Technology Management
Entrance hall outside 908	c. 50 persons	0	0	300	Restricted to units within the College of Technology Management

TSMC Building 1st Floor Lecture Hall Equipment Requirement Form and Fee Schedule

Approved at the 4th College Affairs Meeting for the 2021 academic year on March 9, 2022

In response to differing needs for using the TSMC Building 1st Floor Sun Yun-suan Lecture Hall, use of specific equipment requires prior arrangement with specialized staff. Fill out a requirement form and complete payment one week prior to the activity. The following fee options are based on time slots; if the activity will use the equipment for less than a full time slot, the fee will still be charged for a full time slot.

Item	Sub-item	Check to use	Additional Charge
Projector	Center (large screen) 240"		0
	Left side (small screen) 160"		0
Lighting	Stage area (to match flow of activity)		0
	Audience seating area		0
Audio	Play music (or video)		0
Microphone	Hand-held (8 in total)		0
	Lavalier (2 in total)		0
Video Recording	Single Camera Recording		1500
	Multi-camera Recording		3000
Live Streaming	Single Camera Live Streaming		1500
	Multi-camera Live Streaming		3000