

Regulations for the Management of Meeting Rooms in the College of Humanities and Education, Chung Yuan Christian University

Approved by the Administrative Meeting on September 24, 2009 (98-1-3)

Revised at the Administrative Meeting on May 9, 2019 (107-2-5)

Article 1:

The College of Humanities and Education (hereinafter referred to as "the College") has established these regulations to manage the use of its meeting rooms (Room 618 and Room 620 in the South Building).

Article 2:

Scope of Application:

The meeting rooms are primarily designated for the College's meetings and academic-related activities. Other units may borrow the meeting rooms only if their own spaces are inadequate, but they are not available for general classes, continuing education courses, student club activities, or use by external organizations, unless approved by the Dean.

Article 3:

Opening Hours:

The meeting rooms are open from Monday to Friday during regular business hours. They are not available during the evening or on holidays unless special circumstances arise, in which case approval from the College is required. The borrowing unit must assign administrative staff to manage the room and ensure it is counted and returned on the first business morning following the borrowing period.

Article 4:

Application Procedures:

1. Before use, the borrowing unit must first contact the designated person in the College by phone to inquire and register the application. Then, the application must be submitted on the university's venue borrowing application form for review by the College. In case of conflicts, priority will be given to the first registered applicant.
2. If there are any changes to the scheduled use time or if the reservation needs to be canceled, the borrowing unit must notify the College's designated person in advance to cancel the reservation. If the activity date coincides with a storm or other factors resulting in a government announcement of work or class suspensions, the use of the venue may be canceled to ensure personnel safety.

3. If the actual usage does not match the application details or if the room is used by unauthorized individuals, the College has the right to demand immediate rectification or to terminate the use.

Article 5:

Environmental and Equipment Maintenance:

1. Use of Venue Equipment:

- (1) The borrowing unit is responsible for the maintenance of the equipment and facilities. Unauthorized changes to electrical wiring or misuse of electrical equipment are prohibited. If equipment needs to be moved, it must be returned to its original position after use.

- (2) Users must fully understand the operation methods and specifications of audio control equipment before use. If any irregularities occur, please contact the designated personnel in the College to resolve the issue as soon as possible. Any damage caused by improper use of the equipment will result in liability for compensation by the borrower (unit).

- (3) If peripheral equipment and materials are borrowed, they must be specified in the venue borrowing application form beforehand and returned to the designated personnel for inventory check upon completion of use.

2. Indoor Environmental Cleanliness:

- (1) The borrowing unit is responsible for maintaining cleanliness and must restore the venue to its original condition after use. Tables and chairs should be returned to their original positions, and surfaces must be kept clean.

- (2) Proper segregation and recycling of waste must be done, and once completed, the borrowing unit must request the designated personnel from the College to verify the cleanliness.

3. Upon Completion of Venue Use:

- (1) Ensure that all power supplies and air conditioning in the meeting room are turned off, and all other equipment is returned to its original state.

- (2) The main door must be closed upon exit. In the event of loss of valuable items, the borrowing unit will be held responsible for compensation.

Article 6:

Implementation of Regulations:

These regulations shall be implemented upon approval by the College's administrative meeting, and the same applies to any amendments made in the future.