

National Chung Hsing University

Library Location Use Fee Schedule

Established by 1st Library Executives' Meeting on 10 January 2007
Revision approved by 24th Library Executives' Meeting on 10 November 2011.

1. This fee schedule is established in accordance with the National Chung Hsing University Management Rules for Use of Library Location and Fee Schedule.
2. To use the location, the location usage fee, cleaning fee and security deposit must be paid. The scope of location usage fee covers the basic lighting and air conditioning equipment of the location. The user shall prepare any other equipment required.
3. No application is accepted for any evening of any public holiday, school holiday or weekend. A 50% surcharge is applicable to the fee schedule for morning and evening sessions on weekends.
4. Location usage fee will be charged at 60% for school divisions and physical and mental disability groups. For student associations, the location usage fee will be charged at 30%.
5. The security deposit is 50% of the location usage fee. The security deposit is waived for school divisions and student associations.
6. After completion of the event, the security deposit will be returned after the location is cleaned up and all damaged equipment has been reinstated.
7. It is prohibited to smoke in any location. Baggage shall be categorized in accordance with the recycling standard. If the user fails to follow the rules, leading to any sanction on the Library, the user shall be solely responsible for the sanction.
8. No food or beverage may be brought into the location without the Library's consent.
9. For parking management fee, please follow the National Chung Hsing University Vehicle and Motorcycle Parking Fee Schedule.
10. Library Location Fee Schedule:

Fee Item Name of Location	Location Usage Fee (Per Time Slot)	Cleaning Fee (Per Time Slot)	Location Usage Fee (Full Day)	Cleaning Fee (Full Day)
1F Exhibition Hall	\$10,000	\$2,000	\$18,000	\$3,000
Library Meeting Room (150 persons)	\$12,000	\$2,000	\$20,000	\$3,000
6F Second Meeting Room (60 persons)	\$6,000	\$1,500	\$9,000	\$2,000
6F Third Meeting Room (40 persons)	\$4,000	\$1,000	\$7,000	\$1,500
Information Promotion Room (40 persons)	\$4,000	\$500	\$7,000	\$1,000
Multimedia Center, Group Audio-Video Room (80 persons)	\$8,000	\$500	\$15,000	\$1,000

Notes:

- (1) Each time slot is:
Morning: 08:00-12:00,
Afternoon: 13:00-17:00,
Evening: 17:00-21:00.
- (2) Full-day slot is: 08:00-17:00.
- (3) Any extended use will be charged at 30% for location use (minimum 1 hour).
- (4) Use during holiday or summer/winter vacation is subject to the Library opening hours.