

National Chung Hsing University

Management Rules for Use of Library Location and Fee Schedule

Established by First Library Executives' Meeting on 10 January 2007
Revision Approved by 24th Library Executives' Meeting on 10 November 2011

- Article 1 The National Chung Hsing University Library (hereinafter the “Library”) has established these rules in accordance with the “Management Rules for Use of National Chung Hsing University Location/Equipment and Fee Schedule” for the purpose of proper management of the use of various locations of the Library.
- Article 2 The locations of the Library available include the Exhibition Hall, the Library Meeting Room, the 6F Meeting Room, the Information Promotion Room and Group Audio-Video Room.
- Article 3 Under the principle of not affecting the reading environment for readers in the Library, in addition to using the Library’s locations for its own purposes, locations may also be provided to internal and external organizations for the purpose of holding various types of academic, educational, cultural or artistic events. The exhibition hall is only available for non-animated events.
- Article 4 To use the Library location, an application shall be completed 7 days before the use. After the Library’s approval, the fee shall be paid in accordance with the fee schedule for using Library location 3 days before the use. Failure to do so within the deadline shall be deemed a waiver. The applicant shall not file any objection or seek any compensation.
- Article 5 The user shall comply with the period of use so that it does not conflict with the subsequent use. If the use period needs to be extended, an application shall be filed 3 days before the end of the use period. The use can only be continued after the Library’s approval and payment of the fee provided under the previous article.
- Article 6 If the user has any of the following events, the Library will suspend its right of use. The fee and security deposit paid for the location will not be returned. The user shall not file any objection or seek any compensation.
1. Affecting the reading environment of the readers of the Library.
 2. Violation of law or relevant school regulation.
 3. Violation of social good customs or interference with public order.
 4. Risk of polluting or damaging location, equipment or public safety.
 5. Inconsistency between the event and application.
 6. Assignment or lease of event equipment to any other person.
 7. Prior significant violation of the rules for use of the Library location.
 8. Sale of ticket or other operation without the Library’s consent.
 9. Other violation of relevant regulations of the Library.
- Article 7 If due to special situations, the Library must take back the location and equipment already provided, it may notify the applicant and delay or suspend the use. The fee and security deposit for the location will be returned without interest.
- Article 8 If the applicant waives the use of the location, only the security deposit will be returned without interest. The location fee paid will not be returned. If the location cannot be used due to natural disaster or other reason of force majeure, an application may be filed to extend the use or to request return of the location fee

that has not yet been used and the security deposit paid by presenting the reasons in writing.

Article 9 The decoration of the location shall be consistent with the following:

1. The user must designate one responsible person on site who shall keep contact with the Library at all times.
2. Decoration of the location shall only be done after receiving the Library's consent. If any sign, poster or promotional slogan is to be installed or posted, the user must inform the Library before the decoration of the location. The posting shall only be installed or posted in the designated locations.
3. The user shall be solely responsible for the maintenance of safety during the period. The user shall understand the environmental safety situation on site beforehand and shall inform its working staff about relevant safety matters. If required, safety protection tools shall be provided. Designated staff shall be present for supervision on site during the decoration period to avoid any occupational disaster.

Article 10 The user shall be solely responsible for the identification, safety maintenance, injury rescue and public order for relevant staff during the location decoration and use period, including any contractor, working staff and participant. The user shall require its relevant staff to be properly dressed and comply with relevant regulations of the Library.

Article 11 The fee schedule for using various locations is detailed in the National Chung Hsing University Library Location Use Fee Schedule.

Article 12 If the Library's location and equipment and the proceeding of the event is impacted due to power outage, natural disaster or other reason of force majeure, the Library shall not be liable for any compensation.

Article 13 After use of the location, the user shall return the original conditions on the same day. Following confirmation by the Library, the security deposit may be returned without interest. Objects not belonging to the Library such as flower baskets shall be cleaned up and removed from the Library on the same day. The Library is not responsible for safekeeping objects.

Article 14 The user shall designate staff to be responsible for the safekeeping of precious items, equipment and asset of the user. The Library will not be responsible for any loss or damage.

Article 15 The user shall property maintain the equipment or tools of the Library. In case of any loss or damage, the user shall be liable for compensation. If the user discovers any defect or damage before its use, it shall immediately notify the Library. If it fails to notify the Library and continues to use the equipment or tool, causing the damage to increase, the user shall be responsible for compensation. The user shall not relocate or install any equipment in the Library without authorization.

Article 16 Any matter that is not fully provided for hereunder shall be in accordance with the National Chung Hsing University Management Rules for Use of Location/Equipment and Fee Schedule.

Article 17 These rules will be published and implemented after approval by the Library's Executive's Meeting and the Principal. The same shall be applicable to any amendment hereto.