

On-Campus Venue Use Application Procedures

1. Any club or unit in school planning to hold an activity and needing to borrow an on-campus venue, should complete the application form. After approval by the unit director, (student clubs under the Extracurricular Activities Section) and relevant sections in the General Affairs Division, a copy of the approved form should be submitted to the Transportation and Housekeeping Section. (Before applying, please check with the General Affairs Division whether the venue is available.)
2. Anyone wishing to use a multi-media classroom, must first seek the approval of the Curriculum Section. Use of sports activity areas must first be approved by the Physical Education Office. Then follow the procedure described above to complete the application.
3. Applications to use a venue during extended holidays, winter or summer break must be made at least two working days in advance.
4. If any school equipment will be needed during the activity, please describe it on the application form and request assistance from the responsible unit in advance.
5. Use the venue and all equipment and facilities carefully. Without prior permission, no equipment can be removed from campus or loaned to others.
6. Any damage to facilities or equipment during the period of use is the responsibility of the individual or unit using it. Regardless whether the damage was intentional or accidental, compensation must be paid.
7. Follow the following rules when using a campus venue. If you see anyone violating the rules, please inform the responsible supervisor:
 - (1) Without prior permission, do not stick things to the walls or hang things up.
 - (2) To keep the environment clean, smoking and eating are prohibited inside.
 - (3) Don't take wet raingear indoors.
 - (4) At the end of the activity, restore the venue to its original condition, dispose of all trash, and let the responsible staff know to turn off the lights, air conditioning and lock the door.
 - (5) If the school has an important activity to schedule at the last minute, units or students will be promptly informed to change their venue.
8. Fees
 - (1) Use is free during regular working hours.

- (2) During holidays, MCU student clubs will be charged NT\$100 per hour for use of campus venues; during the winter and summer break, the fee is NT\$200 per hour.
 - (3) During winter and summer break, if MCU students wish to use the dorm, the fee is NT\$250 per day for a 2-person room, and NT\$100 per day for a 4-person or 6-person room.
 - (4) Any unit using a campus venue on a holiday or during a break will pay double the fee charged to student organizations for maintenance and air conditioning.
 - (5) If the activity is to benefit a social cause or other special nature, the fees can be negotiated based on the case.
 - (6) A deposit of NT\$500 is required when borrowing long tables. If returned in good condition, the deposit will be returned.
 - (7) Fees of NT\$30/pc will be charged for table cloths and NT\$50/pc for table skirts.
9. These procedures have been adopted by the General Affairs Committee and approved by the president before being executed. Any amendments will be handled accordingly.