

# **NSYSU Administrative Building Meeting Room AD5007 Management Regulations**

History of Amendment and Approval:  
10<sup>th</sup> University Administration Council Meeting of 2020-Academic Year (1<sup>st</sup> semester) on 06-01-2021

1. The regulations are stipulated in order to maintain, manage and utilize meeting room AD 5007 (hereinafter referred to as the meeting room) of the University.
2. The meeting room is managed and cleaned by the Office of Student Affairs (hereinafter referred to as the Office). All soft and hardware are installed and maintained by the General Affairs Office.
3. The meeting room provides usage to departments of the University for the purposes of meetings, speeches, seminars, and discussions.
4. The meeting room can be booked only for the ongoing semester. Registration opens on August 1 for first semester and on February 1 for the second semester. Booking shall be logged by the hour, and the room is available for booking from 8:00 to 18:00 on workdays in principle.
5. Management Principles:
  - (1) Borrowing departments shall apply for usage of the meeting room two weeks prior to the usage of the room at the latest and only use the room after receiving approval from the Office. Except for cases in the event of force majeure, cancellation of usages are to be notified at least three days before the booked date. Failure to do so results in a three-month suspension of usage for the department.
  - (2) Up to three time slots can be pre-registered for the same event. Afterwards, one exact time slot for the usage has to be confirmed within one week and the other two pre-registered time slots need to be canceled. Failure to do so results in a three-month suspension of usage for the account of the applicant. Also, time slot approval cannot be applied before the confirmation of one exact time slot for the event.
  - (3) All equipment in the meeting room can only be used in the room and are not to be taken out. Items are to be returned to original spots after usage.
  - (4) After usage, the borrowing department is to return the meeting room to its original state, turn off the air conditioner and other appliances, promptly lock the door, and return the key to the Office. Failure to do so results in a three-month suspension of usage for the department.
  - (5) The borrowing department shall properly use and maintain equipment in the venue; in case of any damage, the borrowing department is liable for the repair or reimbursement.
  - (6) The management department obtains the final management rights of the time slots for usage. In cases of special circumstances, the management can notify the borrowing department three days prior to usage date for an emergency cancellation.
  - (7) In cases where the borrowing department lends out usage rights of the meeting room to other parties, uses the meeting room for purposes different from the registered purposes, or violates any law or school regulations, the Office has the right to immediately terminate the usage and indefinitely suspend registration. Higher authorities will be notified depending on the severity of the issue.

6. The regulation is implemented upon approval in the University Administration Council Meeting. The same procedure applies in cases of amendments.