

# Guidelines on Leasing NSYSU Start-up Quarter

Approved by the 1<sup>st</sup> Administrative Coordination Meeting on September 27, 2017, Academic Year 2017

Approved by the 4<sup>th</sup> Administrative Meeting on October 25, 2017, fall semester of Academic Year 2017

Approved by the 3<sup>rd</sup> University Endowment Funds Management Committee Meeting on November 22, 2017, Academic Year 2017

Approved by the 3<sup>rd</sup> Administrative Meeting on October 5, 2022, fall semester of Academic Year 2022

Approved by the 3<sup>rd</sup> University Endowment Funds Management Committee Meeting on December 9, 2022, Academic Year 2022

Article 1 These Guidelines are established to advocate academic research and campus entrepreneurship within the National Sun Yat-Sen University (NSYSU) and encourage the effective use of the space and equipment of the NSYSU Container Start-up Site (the “Site”).

Article 2 The Office of Global Industry-Academe Collaboration and Advancement (OGIACA) shall be the responsible unit of the Site.

Article 3 Lease of the Site shall be booked two weeks in advance according to the following procedures:

1. Make online booking.
2. Fill in the Venue Lease Application Form (non-NSYSU units shall submit an activity plan).
3. Pay the rent.

Article 4 Except for the following situations, the Site shall be leased for use at the rates shown in the annex.

1. NSYSU meetings and various administrative meetings.
2. OGIACA administrative meetings.
3. Other events approved for free use.

Article 5 After a lease is approved, applicants shall pay all the required fees 3 working days in advance. Failure to make the payment by the deadline shall be deemed as a waiver of lease.

Article 6 When an unannounced (emergency) use of a booked venue is required by NSYSU, OGIACA may notify the lessee to either change or cancel the lease. OGIACA will

refund the rent for lease cancellation and the lessee shall make no objections.

Article 7 OGIACA will reject activities/events involving the following acts held in the Site.

OGIACA will also immediately cease the approved lease.

1. Activities/events against the law or government policies.
2. Activities/events harming morality or public order.
3. Activities/events inconsistent with the event plan submitted with the application or re-letting of venue to others.
4. Activities/events causing severe damage to the venue or its facilities.

Article 8 Lessees should value the property contained in the venue and shall indemnify for any damage caused. Lessees shall also be responsible for the decoration and restoration of the venue before and after use.

Article 9 Lessees shall not use any venue equipment without OGIACA's permission and shall contact the administrator in advance for using additional equipment or connecting their own equipment to the venue.

Article 10 Except for news reports, lessees requiring live audio (video) recording or live broadcast shall apply for OGIACA's permission and prepare the related equipment. If using OGIACA's equipment is required, lessees shall coordinate with the concerned OGIACA personnel.

Article 11 Lessees shall coordinate with OGIACA for the safety maintenance, first response, and public order of the leased venue.

Article 12 Lessees canceling a lease shall notify OGIACA in advance and complete the lease cancellation and refund procedures. Lessees may get a full refund when cancelling a lease one week in advance.

Article 13 These Guidelines shall be implemented after the approval of the administrative meeting and university fund committee meeting and the final approval of the president. The same shall apply to the amendments thereto.