

Guideline for the Management and Space Use of Sizih Alumni House

Passed by the 7th Administrative Meeting in the spring Semester of AY 2011/12 dated 2012.05.30

Passed by the 7th Administrative Meeting in the spring Semester of AY 2022/23 dated 2023.05.10

Passed by the 2nd University Endowment Fund Management Committee Meeting in 2023 dated 2023.05.19

1. To effectively manage and maintain the venue and facilities of the university Sizih Alumni House (hereinafter referred to as "Sizih Building"), these guidelines (hereinafter referred to as "the Guideline") are hereby established .
2. The operational focus of the Sizih Building is primarily on serving alumni and the university's faculty and students, while also allowing moderate access for the community and the general public.
3. The Sizih Building is managed by the Center for Alumni Services and Social Responsibility (hereinafter referred to as "the Center").
4. The fees for using the Sizih Building venue are determined in accordance with the "Guidelines for Fees on Facility Rental" established by our university and the fee standards specified in these guidelines (as attached in the appendix).
5. The rental of the Sizih Building venue should be inquired and reserved three weeks in advance, and the venue usage application form should be filled out and reviewed by the Center.
6. The rental of the Sizih Building venue requires a 1/3 deposit of the rental fee to be paid within one week after approval. Failure to make the payment within the specified period will be considered as relinquishing the right to rent.
7. In the event of temporary special circumstances requiring the use of the rented venue by the university, the original applicant may be notified to reschedule or cancel the rental. In such cases, the fees paid will be refunded, and the applicant shall not raise any objections.
8. The following circumstances will result in disapproval of the application, and if already approved, immediate cessation of usage:
 - (1) Violation of government laws and policies.
 - (2) Disruption of social decency and customs.
 - (3) Misrepresentation in the application or transferring the venue for use by others.
 - (4) Potential serious damage to the facilities of the Sizih Building.

Above regulation were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence

- (5) Records of improper past rentals.
- (6) Contravention of the intended activities within the operational scope of the Sizih Building.
9. The venue should be treated with care, and in case of any damages, they should be compensated at the appropriate price.
10. The applicant is responsible for the setup and post-event restoration work of the venue.
11. If the renting party needs to temporarily add or connect any equipment, apart from the existing equipment in the venue, they should first contact the Center for necessary arrangements.
12. The renting party, in coordination with the Center, is responsible for ensuring safety, providing first aid for injuries, and maintaining public order during the rental period.
13. In the event that the renting party needs to cancel the rental due to unforeseen circumstances, they should notify the Center one week prior to the rental date to receive a full refund. If the cancellation notice is not provided one week prior to the rental date, the deposit already paid will not be refunded.
14. Twenty percent of the revenue generated from the rental of the second and third floors of the Sizih Building should be allocated to the University Endowment Fund, while the remaining revenue will be used for the maintenance and repair expenses of the venue. The rental income from the first-floor shop will be separately approved for allocation to the University Endowment Fund based on a specific project.
15. These guidelines have been approved by the administrative meeting and the University Endowment Fund Management Committee and will be implemented upon approval by the University President. Any amendments to these guidelines will follow the same procedures.

Attachment :
Fee Standards for National Sun Yat-sen University Sizih Alumni House

Price (time period)	Yung Chi seminar room 2 nd Fl. (Accommodates 20 people)	Jong Shyn conference room 3 rd Fl. (Accommodates 60 to 80 people)		
	Weekday	Evening and Weekend	Weekday	Evening and Weekend
Standard	8,000	10,000	18,000	26,000
General Alumni	7,000	9,000	17,000	23,000
University Alumni Association	5,500	7,500	15,000	18,000
NSYSU Units	5,000	6,500	12,000	16,000
Special Offer	For multiple rentals or special events, please contact the management office to arrange a discounted scheme.			

Note:

I. Fee Time Periods:

- (1) Weekday periods: 8:00-12:00 and 13:00-17:00. Evening periods: 18:00-22:00. Weekends refer to statutory holidays and national holidays. Each time period is for 4 hours, and if the usage is less than 4 hours, it will be charged for 4 hours. Additional charges apply for exceeding the allotted time period.
- (2) School-level meetings, school-level celebrations, activities organized by the Alumni Service and Social Responsibility Center (including alumni association-related meetings), and other events approved by the school principal may be eligible for free usage or discounts.

II. Venue Facilities:

- (1) Yung Chi seminar room on the second floor is equipped with a projection TV and air conditioning. Please bring your own laptop.
- (2) Jong Shyn conference room on the third floor is equipped with a projector, projection screen, microphone, sound system, and air conditioning. Please bring your own laptop. Venue usage includes access to the reception area and VIP room on the respective floor.
- (3) Both the second and third floors have a scenic balcony.

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III. Rental Procedure:

- (1) Please make a reservation three weeks in advance. Once approved, a 1/3 deposit of the rental fee should be paid within one week after approval. Failure to make the payment within the specified period will be considered as relinquishing the right to rent.
- (2) In the event that the venue cannot be used as scheduled, cancellation notification should be provided to the management office one week prior to the rental date to receive a full refund. Failure to provide such notice within one week will result in the non-refundable retention of the deposit.

IV. Usage Guidelines:

- (1) The renting party is responsible for maintaining order both inside and outside the venue and ensuring the proper care of all equipment. Any damages should be restored or compensated accordingly.
- (2) To prevent damage to the venue's equipment, the use of double-sided tape and any iron nails is strictly prohibited.
- (3) If there is any pollution or damage to the venue after the event, a cleaning fee and repair fee may be charged.
- (4) In the event of force majeure circumstances (such as typhoons, earthquakes, or other natural disasters) during the rental period, the renting party may arrange for a one-time extension or receive a refund of the deposit without interest.

V. Management Office:

Alumni Service and Social Responsibility Center, Alumni Service Division

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