

# 國立中山大學活動中心公共空間管理要點

## Guidelines on Student Center Public Space Management

100 年 1 月 13 日學務長通過後開始實施

Approved by the Vice President of Student Affairs on January 13, 2011

100 年 9 月 26 日學務長核可後實施

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102 年 4 月 10 日學務長核可後實施

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110 年 1 月 25 日學務長核可後實施

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- 一、活動中心及其周邊由校園生活與職涯發展組(以下簡稱校園組)所轄之區域範圍內,除了校園組與學生自治團體之辦公室與庫房外,另含需支付使用費之室內活動場地(演藝廳、多用途大廳與練舞室)、需支付空調費之會議室以及免付費之活動場地(以下簡稱公共空間)。本要點僅適用於公共空間之管理,須支付費用之場地的管理要點另訂之。

校園組得依實際所需,於每一學年初重新規劃公共空間之使用。

- I. The Student Center and it surrounding premises managed by the Student Life and Career Development Division include the offices of the Student Life and Career Development Division and student self-government groups, storage rooms, paid indoor venues (auditorium, multipurpose hall and dance studio), paid meeting room, and activity venues free of charge (hereinafter public space). These Regulations apply for the management of public space, and a separate set of regulations will be stipulated for the paid venues.

The Student Life and Career Development Division is entitled to reorganize the usage of the public space at the start of each school year depending on the needs.

- 二、公共空間區分如下：

- II. The public space includes the follows:

(一) 室外公共空間:半圓形廣場。

(1) Outdoors: Semicircular Square

(二) 室內公共空間:演藝廳 3 樓走廊(細語廣場、魔力廣場)與 4 樓橋樑走廊。

(2) Indoors: third floor hallway of auditorium (Whisper Square, Magic Square) and fourth floor hallway

三、 公共空間使用守則：

III. Usage principles for the public areas:

- (一) 活動中心關閉期間，未經校園組核可不得使用任一公共空間。
- (1) Public spaces are not to be used without approval from the Student Life and Career Development Division when the Student Center is closed.
- (二) 不得破壞或改變公共空間原有之建物結構或設施。
- (2) The building structure and facilities in the public space are not to be damaged or altered.
- (三) 任一公共空間嚴禁抽菸。
- (3) Smoking is prohibited in the public space.
- (四) 室內公共空間嚴禁喝酒、炊煮食物。
- (4) Consumption of alcoholic beverages and cooking are prohibited in the public space.
- (五) 室內公共空間嚴禁使用用電消耗功率 500W 以上之電器；若欲使用，須以書面詳細表列送校園組核備。
- (5) Usage of appliances with 500W electric consumption or above is prohibited in indoors public space. Written applications are to be submitted to the Student Life and Career Development Division before usage can be approved.
- (六) 室內公共空間嚴禁存放或使用油品、瓦斯、含火藥之物品或具有腐蝕性之強酸、強鹼物品。
- (6) The storage of oil, gas, gun powder or corrosive substances is prohibited in indoors public space.
- (七) 活動結束後，須關閉門窗與所使用之電器的電源開關。
- (7) Using parties are to close all doors and windows and switch off all electronic devices after the usages.
- (八) 活動結束後，須將場地恢復原狀。
- (8) Using parties are to return the venue to its original state after the usages.

四、 認養空間之規劃與申請：

IV. Planning and application of space adoption:

- (一) 校園組將於每年 9 月 1 日釋出部分公共空間供學生社團認養，將稱其為認養空間。
- (1) The Student Life and Career Development Division will release parts of the public space for adoption by student clubs.
- (二) 認養空間之認養期訂為每年 9 月 1 日至次年 6 月 30 日；每年 7 月 1 日至 8 月 31 日，由校園組統一管理。
- (2) The term of adoption is from September 1<sup>st</sup> of each year to June 30<sup>th</sup> of the next year. The Student Life and Career Development Division will be managing the space from July 1<sup>st</sup> to August 31<sup>st</sup> of each year.
- (三) 認養空間之申請作業，由校園組每一學年辦理一次。欲認養之學生社團，須於同年 6 月 1 日至 6 月 30 日期限內，填寫認養空間申請表送交校園組。
- (3) The application process of adoption is conducted by the Student Life and Career Development Division each year. Clubs are to submit a complete application form to the Student Life and Career Development Division between June 1<sup>st</sup> and June 30<sup>th</sup> of each year in order to apply for adoption.
- (四) 各認養空間之認養社團，將經由校園組組務會議核定，並於每年 8 月 31 日前公布。
- (4) Adopting clubs to each space will be decided in Student Life and Career Development Division meetings and announced before August 31<sup>st</sup> of each year.
- (五) 各認養社團在當年社評成績公佈後，被降為觀察性之社團，自動取消認養資格，並由下一排序之社團公告遞補。若無排序則公告開放申請。
- (5) Shall an adopting club be listed as a probation club in club evaluations, its adoption qualification will be canceled. Adoption will be granted to the next club in queue; if there are no clubs in queue, adoption will be open to application.

五、 認養社團守則：

V. Principles of space adoption:

- (一) 維護所認養空間之安全及整潔。
- (1) Adopting clubs are to maintain the safety and tidiness of the space.
- (二) 所認養空間若配置鑰匙，不得私自複製。

- (2) Adopting clubs are not entitled to make spare keys if a key is assigned for the adopted space.
- (三) 未經校園組同意，不得將所認養空間借予校外人士使用。
- (3) Adopting clubs are not entitled to lend the space to external parties without permission granted by the Student Life and Career Development Division.
- 六、 認養社團若違反本辦法第三條或第五條所訂之守則，且經校園組組務會議審議通過，得中止其認養權。
- VI. In cases there adopting clubs violated the principles listed in Article 3 or Article 5, the E Student Life and Career Development Division is entitled to terminate the adoption upon discussion in Division meetings.
- 七、 借用公共空間須向校園組或認養社團申請。
- VII. Usage of the public space are granted to general parties upon application to the Student Life and Career Development Division or adopting clubs.
- 八、 未經申請核可而擅用公共空間或違反公共空間使用守則之任一團體，校園組將取消其使用權，並得依實際情形追究責任。
- VIII. In cases general parties use the public space without application or violate any usage principle, the Student Life and Career Development Division shall cancel its usage rights and investigate and affix the responsibility depending on the actual situation.
- 九、 本辦法經社團長大會通過，陳請學務長核可後公佈實施，修正時亦同。
- IX. The regulation is approved in Club Leaders' Congress and implemented upon approval by the Vice President for Student Affairs. The same procedure applies in cases of amendments.