

國立中山大學菩提樹廣場周邊各場地借用與管理要點

Guidelines on Venue-Booking: Bodhi tree Square and Surrounding Venues

104. 06. 16本校103學年度第1次行政協調會議修正通過
Amended and approved at the 1st Executive Coordination Meeting on June 16, 2015

104. 06. 24本校103學年度第2學期第10次行政會議修正通過
Amended and approved at the 10th Executive Meeting on June 24, 2015

108. 02. 20本校107學年度第2學期第1次行政會議修正通過
Amended and approved at the 1st Executive Meeting on February 20, 2019

111. 03. 30本校110學年度第2學期第4次行政會議修正通過
Amended and approved at the 2nd Executive Meeting on March 30, 2022

- 一、 為有效管理菩提樹廣場周邊各場地，以維護本區域教學研究與行政單位之工作環境品質，同時兼顧校內各單位於此區域辦理活動之需求，特訂定此要點。
 - I. The regulations are established for effective management of Linden Square and surrounding venues and for maintaining of the working environment of education research and administrative departments in the area while satisfying the needs of event holding by University departments or offices.
- 二、 本要點所規範之場地包含菩提樹廣場、理工長廊與社管長廊。
 - II. The applicable venues of these regulations include the Linden Square and the corridors by the Science/Engineering and Social Science/Management Buildings.
- 三、 本要點所規範之場地僅供本校師生辦理活動使用，校外單位不得借用。
 - III. The venues shall be open to booking by NSYSU faculty/staff/students only and are not open to booking by extramural organizations.
- 四、 各場地借用與否，由管理單位學務處校園生活與職涯發展組判定之。
 - IV. The approval or rejection of venue booking is decided by the managerial office, which is the Student Life and Career Development Division in the Office of Student Affairs.
- 五、 凡借用場地者，需於活動前七日提出申請，由「場地借用管理系統」登入預約並列印申請單，經申請單位主管核章後向學生事務處校園生活與職涯發展組提出申請，並經同意後方為有效。
 - V. To book a venue, the application shall be submitted seven days before the actual event. Log into the Venue Booking Management System and print out the application form, acquire the signature of the chair or director of the applying department (office) and submit the application at the Student Life and Career Development Division, Office of Student Affairs. The application is only valid after it has been approved.

六、 借用單位如發生下列情事者，管理單位有權要求立即終止使用：

VI. The managerial office has the right to terminate the use of the venue shall any of the following take place:

(一) 違背政府法令規章，或有危及公共安全之虞者。

(1) The event breaches of any law and regulation, or the possibility of impairing public safety.

(二) 損壞場地、建築與設備者。

(2) The event inflicts damages of the venue, building or equipment.

(三) 借用單位或使用事實與申請內容不符者。

(3) The users of the venue or the usage differs from that stated in the application.

(四) 活動使用時間超過時限，或活動使用範圍超出申請地點致影響他人權益者。

(4) The event exceeds the time limit or the area of the event exceeds the booked area, infringing other people's rights.

七、 借用單位應於活動辦理結束後恢復場地原貌。

VII. The users who booked the venue shall restore it to the original condition after use.

八、 除中午12時至13時外，原則上禁止使用任何形式之擴音設備；因重要活動確有需要者，另行專簽申請。

使用擴音設備時應遵守行政院環境保護署制訂之現行『噪音管制標準』中針對擴音設施於第一類噪音管制區的日間管制相關規定。

VIII. No amplification equipment is to be used except for the time between noon and 1 p.m. For large events that have such demands, separate applications are required.

九、 借用單位違反規定者，經管理單位勸導無效後，應立即停止其使用權，且自違規日起算一年內不得申請借用場地。損害場地建築與設備，或未維護場地之環境清潔者，管理單位亦得向其求償清潔或修繕費用。

IX. If any organization/department/user shall breach the regulation and show no sign of improvement or change after warnings are issued, the right of usage of the venue will be ceased, and the user is not allowed to book any venue for a year. If there are damages to buildings and equipment or failure to clean up the venue, the managerial department is entitled to request for cleaning or repair fees.

十、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

X. The regulations should be practiced after being passed by the University

Administration Council Meeting and approved by the president of the University.
The same procedure shall apply to future revisions or amendments.