

Guidelines on Sports Venue Management

History of Amendment and Approval:

- 1st University Administration Council Interim Meeting of 2008-Academic Year on 25-02-2009
- 9th University Administration Council Meeting of 2009-Academic Year on 24-06-2000
- 8th University Administration Council Meeting of 2017-Academic Year on 20-06-2018
- 2nd University Endowment Fund Management Committee Meeting of 2018-Academic Year on 22-06-2018
- 4th University Administration Council Meeting of 2019-Academic Year on 01-04-2020
- 2nd University Endowment Fund Management Committee Meeting of 2019-Academic Year on 22-05-2020
- 6th University Administration Council Meeting of 2020-Academic Year on 12-05-2021
- 2nd University Endowment Fund Management Committee Meeting of 2020-Academic Year on 28-05-2021
- 4th University Administration Council Meeting of 2021-Academic Year on 30-03-2022
- 1st University Administration Coordination Meeting of 2022-Academic Year on 14-09-2022
- 3rd University Administration Council Meeting of 2022-Academic Year on 05-10-2022
- 3rd Administrative Affair Fund Management Committee Meeting of 2022-Academic Year on 09-12-2022

- Article 1 These regulations (hereinafter referred to as the Regulations) are formulated to manage the NSYSU sports venues and facilities effectively and to encourage sport activities.
- Article 2 The venues referred in this regulation include the sport venues (gymnasium, swimming pool, tennis court, baseball field, athletic field, multipurpose space, outdoor ball courts, skating rink, first fitness center, archery range, second fitness center) and supplementary facilities.
The usage of the Sizihwan Marine Sports Center shall abide by the NSYSU Sizihwan Marine Sports Center Management Regulations
- Article 3 For personal usage of the gymnasium (including the multisport ball court, fitness center, table tennis room), swimming pool, and tennis court, individuals shall be admitted through the presentation of the NSYSU Sport Pass or single iPass payment per admission. The charging standard for single payment or for application of NSYSU Sport Pass follows the NSYSU Charging Standard for Personal Usage of Sports Venues.
- Article 4 Group booking:
Should NSYSU units organize or implement sport competitions or activities, the unit shall apply for venue booking within 6 months and at least five days prior to the event. The group booking fee for each venue and facility is indicated in the appendix of the Regulations. The booking period should avoid important events of the University, and be arranged mainly at night, on weekends, on national holidays, or during the summer/winter vacation. The same applies for group booking of other organizations outside of the University. Venues and facilities are available for hire between 8:00 am and 10.00 pm daily, the booking procedures are as follow:
1. Application for booking: Fill out the online booking request form on the online venue management system. The form should be printed and sent to the office of the Sport Development Division for further administrative processing. Applications from the internal units of the University should be validated by the unit through unit stamp.
 2. Payment: Full payment should be made within three days after the approval of the booking on the online system to complete the booking procedure.
 3. Cancellation or amendment:
 - (1) Should the unit which already completed the booking procedure wish to change the date or facility with reasons not owing to force majeure, the unit should apply for booking amendment at least 5 days before the booking session. Any application of amendment which is not submitted within the designated time shall not be entertained.
 - (2) Should the booking be impacted by force majeure, the borrowing unit may apply for booking extension or refund within 2 weeks of the original booking session.
 - (3) Should the borrowing unit need to adjust the booking time slot, range or item, the

unit shall contact the management unit of the venue/facility at least 3 days before the booking session. If additional fee is incurred, the amendment procedure shall not be recognized as complete until the additional fee is paid. Any amendment application that does not follow the aforementioned regulation shall be charged twice the fee for any additional charges.

(4) Should the venue or facility be occupied with special needs or events of the University on the booking session, the booking should be negotiated and rearranged with the borrowing unit.

(5) The borrowing units are not allowed to change the subject of events or transfer the booking to others after the approval. The booking sessions of violators should be halted and no refund should be issued; the borrowing unit should not have any objections.

4. The borrowing unit shall use the venues and facilities with care. Users who damage the venues or facilities will be held liable to compensate to the full value of the equipment or facilities.

Article 5 The following events are ordered by priority to use the sports venues/facilities

1. Large events organized or implemented by the University
2. Events which completed the booking procedure and are approved by the President
3. Physical education courses of the University
4. Training sessions of representative sporting teams
5. Events hosted by internal units (students/staff/employees)

Article 6 The sports venues and facilities of the University charge no fee on the allocated time slots of usage by representative sporting teams and sports clubs. However, booking request is required on other time slots for special events. The facility rates may be waived for 3 times at most per semester. The payment of cleaning fee and air conditioning charges is subject to the following two conditions:

1. If the event is for free and is not funded by sponsors or grants, the cleaning fee and air conditioning charges may be waived. A deposit of the cleaning fee for one period of booking should be paid before the event. The deposit shall be returned to the borrowing unit after the venue or facility is restored and cleaned by the borrowing unit and approved by the unit of management after the event.
2. If the event charges tickets or admission fee or is funded, the cleaning fee and air conditioning charges should be paid.

Article 7 Bookings by internal units for events with over 50% of the users being student/staff/employees of the University are eligible for a 50% discount of the facility rates; events with over 50% of the users being alumni/ student/staff/employees are eligible for a 20% discount. The verification of user identity shall be proceeded through the presentation of valid identity cards. If users' identities are proved to be ineligible, the fees shall be processed in accordance to point 3 in item 3 of Article 4 of the Regulations. For the school's academic cooperation alliance institutions, the renting fee for the venue shall be the same as that charged by the school groups. If an off-campus unit borrows a single venue for more than ten periods at a time and uses it up within three months, the venue fee will be calculated at a 20% discount. The air conditioning charges and cleaning fee are not subject to discounts. Exceptions may apply for special events with documentary approval from the President.

Article 8 Traffic management: During the booking session, appropriate applications regarding the entry of users and vehicles shall be processed in accordance to the Vehicle Management Regulations of the NSYSU Vehicle Management Committee.

Article 9 In case of misconduct, or of any action inconsistent with the Regulations, the University has the authority to reject or forbid the user(s) or group(s) from using the venues and/or

the facilities.

Article 10 General rules and measures governing the use of venues and facilities:

1. Users should wear appropriate sports attire in the facilities and venues to avoid damaging the flooring and to prevent injuries.
2. Users in the facilities or venues should follow the instructions and advises from management staff.
3. No food and drinks except water is permitted inside all sports venues. No cooking is permitted.
4. Animals or pets are not allowed in all sports venues.
5. Users should possess adequate knowledge in using sport equipment. Users must follow instructions and orders given by experts (or hired coaches) for safety and to prevent injuries.
6. If any equipment or facility is damaged, users should stop using the equipment or facility immediately and report the damage to the management staff. The University shall not be held liable for any injuries incurred from users who insist to use damaged equipment or facilities.
7. Users should handle the equipment, facilities, and venues with care. If there is any damage during the booking session, the users should be held responsible for compensating the damage or repair. If the borrowing unit wish to construct other additional facilities (e.g. additional electrical work, performance stage, and etc.), the borrowing unit should propose the need when submitting the booking request, and only proceed to construct after being approved.
8. In case of deliberate violation of the Regulation, the University have the authority to reject or forbid the user(s) from using the facilities or venues, and to cancel the users' Sport Card; no refund shall be entertained.

Article 11 Shall there be any unclear matters when referring to the Regulations, other related regulations or measures of the University shall apply.

1. Gymnasium

Facility	Weekday/ Holiday	Period of use	Facility Rates (NTD)	Air Conditioning Charges (NTD)	Cleaning Fee (NTD)	Notes
Multi-Sport Ballcourt (Full Court)	Weekdays	Single Period (4 Hours)	6,400	8,400	3,000	<ol style="list-style-type: none"> Booking requests for half court shall be charged with 50% of the rates. Should the number of users exceed 200, additional facility rates (NTD500) and cleaning fee (NTD1,500) will be charged for each period booked per unit of users (100 users/unit; any number of users under 100 is regarded as 1 unit). The additional cleaning fee is capped at 10 units (1000 users) per period of use.
	Holidays		7,900	8,400	5,000	
Aerobics room	Weekdays	Single Period (4 Hours)	3,400	4,200	1,000	<ol style="list-style-type: none"> Should the number of users exceed 100 (for either aerobics room, table tennis room, lobby, or multimedia room), additional cleaning fee (NTD1,000) will be charged for each period booked per unit of users (100 users/unit; any number of users under 100 is regarded as 1 unit). On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 100 users; the borrowing unit is responsible for cleaning and restoring the facility. If the number of users exceeds 100, the cleaning fee should be charged accordingly.
	Holidays		4,400	4,200	1,500	
Table Tennis Room	Weekdays	Single Period (4 Hours)	3,400	4,200	1,000	
	Holidays		4,400	4,200	1,500	
Lobby	Weekdays	Single Period (4 Hours)	2,400	2,100	1,000	
	Holidays		3,400	2,100	1,500	
Multimedia Room	Weekdays	Single Period (4 Hours)	4,500	-	1,000	
	Holidays		5,500	-	1,500	

Meeting Room (2F)	Weekdays	Single Period (4 Hours)	2,400	-	800	<ol style="list-style-type: none"> Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the facility. If the number of users exceeds 50, the cleaning fee should be charged.
	Holidays		3,400	-	1,000	
Plaza	Weekdays	Single Period (4 Hours)	1,900	-	1,000	<ol style="list-style-type: none"> Should the number of users exceed 100, additional cleaning fee will be charged for each period booked per unit of users (100 users/unit; any number of users under 100 is regarded as 1 unit). On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 100 users; the borrowing unit is responsible for cleaning and restoring the facility. If the number of users exceeds 100, the cleaning fee should be charged.
	Holidays		2,400	-	1,500	
VIP Room (3F)	Weekdays and Holidays	Single Period (4 Hours)	1,000	-	500	
First Fitness Center	Weekdays	Single Period (4 Hours)	6,800	4,200	1,000	<ol style="list-style-type: none"> Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the facility. If the number of users exceeds 50, the cleaning fee should be charged.
	Holidays		8,300	4,200	1,000	

2. Second Fitness Center

(1) Facility Booking

Hours \ Rates	Period of use	Facility Rates (NTD)	Air Conditioning Charges (NTD)	Cleaning Fee (NTD)	Notes
Weekdays	Single Period (4 Hours)	8,000	5,000	2,000	Should the number of users exceed 50, additional cleaning fee (NTD 2,000) will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit; including bookings on weekdays).
Holidays		10,000	5,000	2,000	

(2) Complementary Measures for Private Trainers

The allocated time slot opened for private trainers shall be announced by the Sport Development Division (60 minutes as one time slot, starting and ending on the hour.)	Number of Trainees	Rates	1. The rates include the entry admission of the trainer. 2. The trainees should pay entry fees according to their identity.
	1 on 1	300	
	1 on 2	500	

- Applications should be submitted and payments should be made at least one week before the private training session.
- The private trainer must possess a qualified and valid instructor or trainer pass verified by the Sports Administration, Ministry of Education; the private training should be paid accordingly per hour.
- The number of trainees is limited to 2 people at most. Two groups of private trainings can be simultaneously ongoing in one time slot.
- The trainer should wear identification passes at all time during the private training session. After the end of the session, the trainer should leave the facility immediately.
- Should any equipment be damaged due to improper usage, the users should be liable for full compensation of the equipment.
- The equipment should be shared with others. Disturbance of other users and the peace of the facility should be avoided.
- The trainer and trainee(s) should carefully evaluate their physical status, history of illness and potential risk, and participate in the exercise at their own risk. The University will not accept any responsibility or liability for any physical or mental harm or loss of personal valuable items that arises from inappropriate training, usage, or instruction.
- Soliciting, advertisement, or promotion is strictly prohibited. Any private trainings which involve soliciting and causing any nuisance to other users in the facility should be reported to the management unit. Should the report be proven valid, the users shall be evicted immediately. The University retains the right to pursue legal action.

3. Swimming Pool

Rates Hours	Period of use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Weekdays	Single Period (4 Hours)	Big Pool 6,500 Small Pool 5,000	1,800	<ol style="list-style-type: none"> 1. A floodlight fee of NTD1,500 will be charged for bookings at night. 2. Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). 3. Users are required to hire certified lifeguards (Sports Administration, Ministry of Education) during the booking session.
Holidays		Big Pool 8,000 Small Pool 6,000	3,000	

4. Tennis Court

Rates Hours	Period of Use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Weekdays	Single Period (4 Hours)	3,400	1,000	<ol style="list-style-type: none"> 1. A floodlight fee of NTD1,500 will be charged for bookings at night. 2. Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). 3. On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the venue. If the number of users exceeds 50, the cleaning fee should be charged.
Holidays		4,400	1,500	

5. Baseball Field

Charges Hours	Period of Use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Weekdays	Single Period (4 Hours)	3,500	800	<ol style="list-style-type: none"> 1. A floodlight fee of NTD1,000 will be charged for bookings at night. 2. Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). 3. On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the venue. If the number of users exceeds 50, the cleaning fee should be charged. 4. The venue can be borrowed for baseball league matches of elementary and secondary schools and tertiary education.
Holidays		4,500	1,000	

6. Archery Range

Charge Hours	Period of use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Weekdays	Single Period (4 Hours)	5,000	1000	<ol style="list-style-type: none"> 1. The total number of users is limited to 30 people at most. 2. The equipment is not included in the booking session; designated staff from the management unit shall be present during the booking session.
Holidays		5,000	1,500	

7. Athletic Field and Multipurpose Space

Facility	Weekday/ Holiday	Period of use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Athletic Field	Weekdays	Single Period (4 Hours)	8,000	3,000	<ol style="list-style-type: none"> 1. A floodlight fee of NTD2,000 will be charged for bookings at night. 2. Should the number of users exceed 300, additional cleaning fee (NTD1,000) will be charged for each period booked per unit of users (100 users/unit; any number of users under 100 is regarded as 1 unit). 3. On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 100 users; the borrowing unit is responsible for cleaning and restoring the facility. If the number of users exceeds 100, the cleaning fee should be charged for NTD1,00 per unit of users ((100 users/unit).
	Holidays		10,000	5,000	
Multipurpose Space	Weekdays	Single Period (4 Hours)	3,400	1000	<ol style="list-style-type: none"> 1. Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). 2. On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the facility. If the number of users exceeds 50, the cleaning fee should be charged.
	Holidays		4,400	1,500	

8. Outdoor Ball Courts

Facility	Weekday/ Holiday	Period of use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Basketball Court (Each)	Weekdays	Single Period (4 Hours)	1,400	500	<ol style="list-style-type: none"> 1. A floodlight fee of NTD1,000 will be charged for bookings at night. 2. Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). 3. On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the venue. If the number of users exceeds 50, the cleaning fee should be charged. 4. Should the venue be used for purposes other than sport activities, the other cleaning fee standards shall apply.
	Holidays		1,900	1,000	
Volleyball Court (Each)	Weekdays	Single Period (4 Hours)	1,400	500	
	Holidays		1,900	1,000	

9. Skating Rink

Charge Hours	Period of use	Facility Rates (NTD)	Cleaning Fee (NTD)	Notes
Weekdays	Single Period (4 Hours)	2,000	500	<ol style="list-style-type: none"> 1. A floodlight fee of NTD400 will be charged for bookings at night. 2. Should the number of users exceed 50, additional cleaning fee will be charged for each period booked per unit of users (50 users/unit; any number of users under 50 is regarded as 1 unit). 3. On weekdays, the cleaning fee should be waived for internal unit booking sessions with under 50 users; the borrowing unit is responsible for cleaning and restoring the venue. If the number of users exceeds 50, the cleaning fee should be charged per unit of users (50 users per unit).
Holidays		2,500	1,000	