

國立中山大學體育館空間長期借用管理要點

Management Regulations for Long-Term Lease of Gymnasium Premises

109 年 3 月 4 日 本校 108 學年度第 2 學期第 2 次學務處組長會議通過
2nd Student Affairs Division Meeting of 2009-Academic Year on 04-03-2010
109 年 4 月 8 日 本校 108 學年度第 2 學期第 2 次協調會報通過
2nd University Administration Coordination Meeting of 2009-Academic Year on 08-04-2010
109 年 4 月 29 日 本校 108 學年度第 2 學期第 6 次行政會議通過
6th University Administration Council Meeting of 2009-Academic Year on 29-04-2010
109 年 5 月 22 日 本校 109 學年度第 2 次校務基金管理委員會會議通過
2nd University Endowment Fund Management Committee Meeting of 2010-Academic Year on 29-04-2010
112 年 12 月 8 日 本校 112 學年度第 3 次校務基金管理委員會會議通過
3rd University Endowment Fund Management Committee Meeting of 2023-Academic Year on 08-12-2023

- 一、為有效提升體育館各空間使用效益與維護管理之目的，依據本校「館舍場地收費準則」訂定本要點。
 - I. These regulations (hereinafter referred to as the Regulations) are formulated to effectively enhance the effective use, maintenance, and management of the NSYSU Gymnasium in accordance to the National Sun Yat-sen University Directives for the Rental of School Premises.
- 二、體育館(以下簡稱本館)為全校共同使用空間，由學務處體育組為管理單位負責協調空間分配使用。
 - II. The Gymnasium (hereinafter referred to as the Gym) is a public shared space for the University; the Sport Development Division in the Office of Student Affairs shall be responsible for the coordination and allocation of the spaces on the Gym premises.
- 三、本要點適用空間為體育館 1 樓至 2 樓非運動場地之範圍，可開放借用空間位置編號、坪數及收費標準如附表一。
 - III. The Regulations are applicable to the rooms that are not used for sports activities in the first and second floor of the Gym. The location, room number, size, and fee standards of available rooms can be found in Appendix 1.
- 四、本要點之借用目的需與校務發展相關並以「校內單位」名義向管理單位提出申請，經管理單位初審並送學務處組長會議審核通過後方得借用，申請程序如下：
 - IV. The purpose and use of the lease shall be related to the development of university affairs; applications shall be made in the name of internal units of the University. The application for lease shall be evaluated by the management unit and sent to the Student Affairs Division Meeting for further evaluation, approval, and authorization. The application procedure is as follows:
 - (一)洽詢預約場地。

i. Make inquiries about the desired room.

(二)填寫場地借用申請單（請附借用用途相關佐證資料、校外單位請附機關團體介紹及借用用途說明）。

ii. Fill in the Application Form for Long-Term Lease of Gymnasium Premises. (Please attach relevant documentary evidence for the purpose of the lease).

(三)核准後繳費及填具場地借用切結書。

iii. Make the payment after the approval of the application. Fill out the NSYSU Gymnasium Premises Lease Agreement.

(四)向管理單位領取繳費收據及鑰匙一副(含正門入口鑰匙及所借空間鑰匙)。

iv. Collect the payment invoice and one set of keys from the management unit. (The key set shall include the key to the entrance of the Gym and the key to the room.)

五、符合以下情形者，得免收場地使用費及公共空間清潔費，惟須由借用單位負責場地清潔：

V. The rental fee and the cleaning fee shall be waived under the following conditions; the borrowing unit shall be responsible for the cleanliness of the room and shared spaces:

(一)未配有研究室之專任體育教師，每位教師限申請乙間研究室(8坪為限)，額外需求空間需依本要點申請借用及收費標準辦理。

i. Full-time Physical Education teachers who do not have designated offices: Each teacher may apply for one office (the size shall not exceed 26.45m²). If any teacher has other needs for additional space, the teacher should apply for the lease according to the Regulations.

(二)學生事務處隸屬單位進駐辦公。

ii. Units under the Office of Student Affairs to be stationed for administrative purposes.

(三)學校因校務發展特殊需求而徵用，徵用單位須提案經行政會議審議通過後方得使用。

iii. Uses to fulfill special needs of University development with official documentary approval.

六、借用經核准後，應於開始使用日前7日繳清各項費用，逾期未繳付費用視同放棄借用權利。

VI. The payment of the fees can be made after the approval of the lease and should be completed at least 7 days before the starting date of the lease. Overdue outstanding payments shall be seen as forfeiting the right of the lease.

七、借用單位因故需取消借用，須於停止借用日前三個月通知管理單位，並應於停止借用日前完成撤場及場地恢復。經管理單位確認場地恢復後，退還餘額，借用紀錄列入下次借用之准駁參考。

VII. Should the borrowing unit wish to cancel or end the lease, the unit should inform the management unit at least one month before the desired date of termination. The room should

be emptied and restored. After the management unit confirms the restoration of the room, the refunds may be issued. The record of lease shall be kept for reference in evaluating the approval of future leases.

八、本館借用空間管理規則：

VIII. General rules regarding the use of premises:

- (一)借用單位不得於本館非開放時段未經許可擅自使用各運動場地，如經發現，即刻取消借用資格，且不得要求退還租借費用。
 - i. Unauthorized usage of sport venues and facilities by borrowing units outside of the Gym's opening hours is strictly prohibited. The term of lease of violators shall be terminated immediately. No refund shall be entertained.
- (二)正門入口鑰匙及所借空間鑰匙需於取消借用時歸還管理單位。
 - ii. The key to the entrance of the Gym and the key to the room should be returned to the management unit upon the termination of the lease.
- (三)管理單位僅於核定期間內移撥空間使用權，該空間內之所有設施須由借用單位自行處理及維護，如有增設電源或網路需求，應通知管理單位指派專人會同辦理。
 - iii. The borrowing unit should only have the right to use the room during the approved term of lease. The furnishings and facilities in the room during the term shall be installed and maintained by the borrowing unit. Should the borrowing unit wish to add additional power outlets or internet connections, the borrowing unit shall notify the management unit and proceed with the installation with the designated management staff.
- (四)每次借期以一年為原則，最長二年，必要時得專簽再延長一年。借用一年後若需續借，應於借期結束前兩個月重新提出申請。歸還時，借用單位應將借用空間恢復原狀；若未恢復，衍生之費用應由借用單位負擔，遺留物品管理單位不負保管責任。
 - iv. Each term of lease shall be one year in principle, and shall not exceed two years. A one-year extension may be approved if necessary; each lease may only be extended once. Should the borrowing unit wish to apply for an extension, the application shall be submitted at least two months before the termination of the lease. The room should be restored and vacated upon the termination of the lease; if the room is not restored, the borrowing unit should be charged with any additional fee incurring from the restoration of the room. Should there be any left-behind items, the management unit is not responsible for the safekeeping of such items.
- (五)借用期間請自行負責場地及人員安全維護。
 - v. The borrowing unit is responsible for the safety of the venue, room, and persons during the term of the lease.
- (六)如有下列情事，管理單位有權立即停止借用，所繳費用不予退還且爾後不予借用：
 - vi. If the borrowing unit is found to conduct the following behaviors, the management unit shall have the right to terminate the term of lease immediately; no refund shall be entertained. The borrowing unit should be banned from future application of lease.

1、借用場地轉讓他人使用。

(i) Total or partial sublease or transfer of any portion of the premises to others.

2、使用事實與申請登記內容不符。

(ii) Actual usage and purpose of lease differing from those specified on the application form.

3、活動內容妨害社會善良風俗。

(iii) Activities disrupting public order and breaching morality.

4、違背政府法令與學校規定。

(iv) Violation of any law or regulation of the government or of the University.

5、有損害本館空間周遭環境及設施之虞。

(v) Damage or have the potential of damaging the premises and facilities of the Gym.

九、本館空間管理收入得提撥分配至學校之比率，依本校「校務基金自籌收入收支管理規定」，比照本校各學院教室場地收入之提撥比率辦理。

IX. The ratio of income from the premises management to be appropriated to the University shall abide by the appropriation ratio of classroom and facility income specified in the NSYSU Directives for University Endowment Fund - Self-Generated Income Revenue and Expenditure Management

十、本要點如有未盡事宜，悉依本校相關規定辦理。

X. If there shall be any matters not properly addressed in the Regulations, other related regulations of the University shall apply.

十一、本要點經行政會議審議通過，陳請校長核定後實施，修正時亦同。

XI. The Regulations should be practiced after being passed by the University Administration Council Meeting and the University Endowment Fund Management Committee Meeting, and approved by NSYSU President. The same procedure applies for future amendments.

附表一、收費標準(按月計費：場地使用費每坪 300/元，清潔費每坪 50/元)

Appendix 1 Fee Standards

- Fees shall be charged monthly;
- Rental fee: NTD300/3.30m²; cleaning fee: NTD50/3.30m² per month.

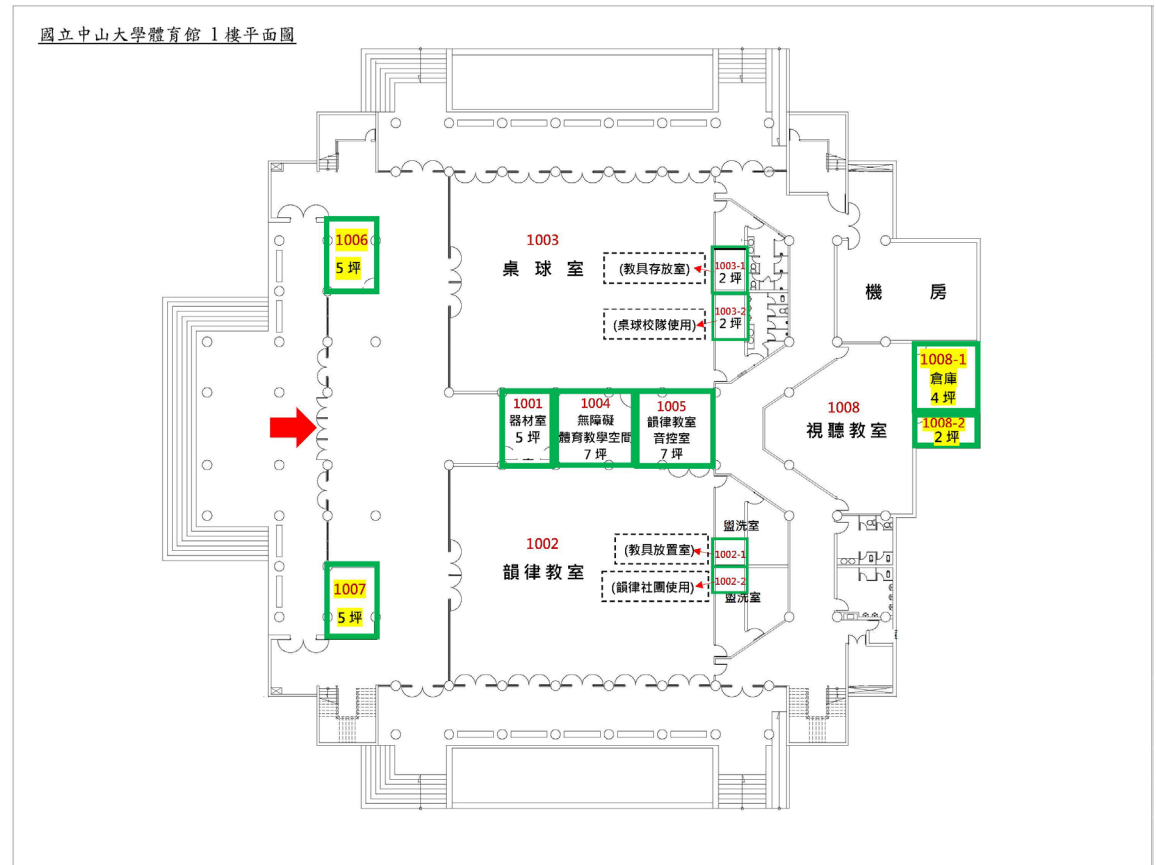
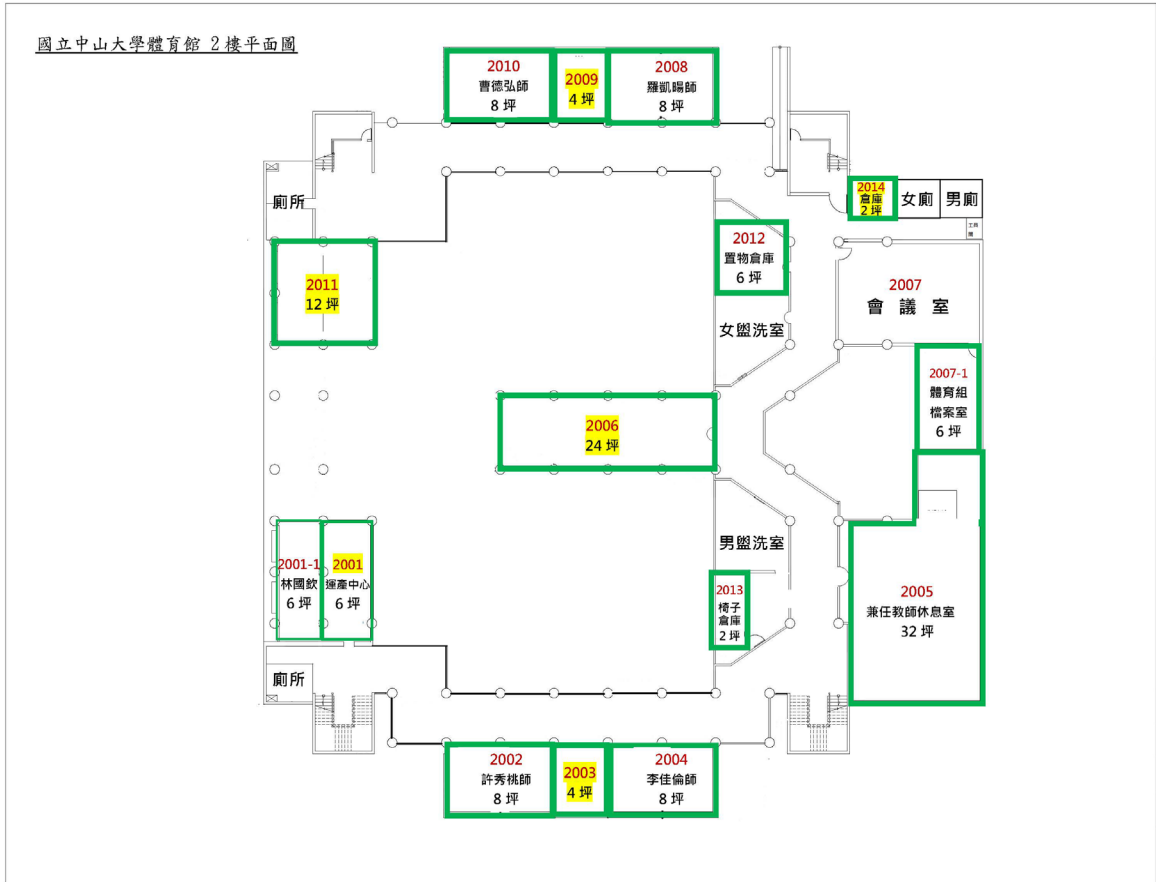
空間編號	坪數	場地使用費	公共空間清潔費	管理單位
1008-1	4	1,200	200	學生事務處 體育發展組 (體育組分機 2801)
1008-2	2	600	100	
2001	6	1,800	300	
2003	4	1,200	200	
2006	24	7,200	1,200	
2009	4	1,200	200	
2011	12	3,600	600	
2014	2	600	100	

Room Number	m ²	Rental Fee (NTD)	Cleaning Fee (NTD)	Management Unit
1008-1	13.22	1,200	200	Office of Student Affairs, Sport Development Division (ext. 2801)
1008-2	6.61	600	100	
2001	19.83	1,800	300	
2003	13.22	1,200	200	
2006	79.33	7,200	1,200	
2009	13.22	1,200	200	
2011	39.66	3,600	600	
2014	6.61	600	100	

附表二、體育館空間平面圖

Appendix 2

NSYSU Gymnasium Floor Plan



**國立中山大學學生事務處
體育館空間長期借用申請單**

申請日期： 年 月 日

借用 場地名稱	<input type="checkbox"/> 編號 1008-1 空間 <input type="checkbox"/> 編號 1008-2 空間 <input type="checkbox"/> 編號 2001 空間 <input type="checkbox"/> 編號 2003 空間 <input type="checkbox"/> 編號 2006 空間 <input type="checkbox"/> 編號 2009 空間 <input type="checkbox"/> 編號 2011 空間 <input type="checkbox"/> 編號 2014 空間		
借用時間	自 年 月 日 起 至 年 月 日止，共 月。 (每 次 借 期 至 多 二 年)		
借用單位			
使用人數			
增設需求 (選填)	<input type="checkbox"/> 電源 <input type="checkbox"/> 網路 <input type="checkbox"/> 其他 _____ (增設需求由借用單位自行處理及維護，如有增設電源或網路相關需求，因先知會管理單位指派專人會同辦理)		
申請單位	單位名稱		申請人
	單位電話		申請人手機號碼
	E-mail		
	單位主管簽章		
說明	1. 借用本館空間，請先參閱本處體育館空間長期借用管理要點。 2. 本館空間借用需以「單位」名義申請。		
付費方式 (請勾選)	<input type="checkbox"/> 轉帳 (本校單位均須以校內轉帳方式付費) <input type="checkbox"/> 現金 收據抬頭：		
應收金額	萬 仟 佰 拾 元整		

承辦人	場地管理人	組長	學務長

NSYSU Office of Student Affairs

Application Form for Long-Term Lease of Gymnasium Premises

Room	<input type="checkbox"/> GM 1008-1 <input type="checkbox"/> GM 2003 <input type="checkbox"/> GM 2011	<input type="checkbox"/> GM 1008-2 <input type="checkbox"/> GM 2006 <input type="checkbox"/> GM 2014	<input type="checkbox"/> GM 2001 <input type="checkbox"/> GM 2009
Term	From yyyy/mm/dd to yyyy/mm/dd , _____ days in total. (Each term should not exceed 2 years)		
Tenant Unit			
Number of Users			
Special Needs (Optional)	<input type="checkbox"/> Power outlets <input type="checkbox"/> Internet connection <input type="checkbox"/> Other: _____		
Applicant	Name of the Unit		Name of Applicant
	Contact number of the Unit		Mobile number of Applicant
	E-mail		
	Signature/Stamp approval from the head of the unit		
Notes	1. The applicant should carefully read the NSYSU Management Regulations for Long-Term Lease of Gymnasium Premises before submitting the application. 2. The application for the lease of premises shall be submitted in the name of the "unit".		
Method of Payment	<input type="checkbox"/> wire transfer (internal units shall only adopt wire transfers) <input type="checkbox"/> Cash Invoice Addressee (Title):		
Total Sum	NTD		
Signature of Processing Personnel	Managing Unit	Division Director	Vi

Appendix 4

NSYSU Gymnasium Premises Lease Agreement

The borrowing unit _____ is approved to the long term lease of the room (GM _____) from yy/mm/dd to yy/mm/dd. The borrowing unit agrees to abide by the following management regulations.

1. Unauthorized usage of sport venues and facilities outside of the Gym's opening hours is strictly prohibited.
2. The key to the entrance of the Gym and the key to the room should be returned to the management unit upon the termination of the lease.
3. The room should be restored and vacated upon the termination of the lease; if the room is not restored, the management unit have the right to proceed to restore and repair the room. Any additional fee incurring from the restoration of the room shall be charged to the borrowing unit.
4. The borrowing unit is responsible for the safety of the venue, room, and persons during the term of the lease.
5. If the borrowing unit is found to conduct the following behaviors, the term of lease shall be terminated and borrowing unit must vacate immediately. The borrowing unit shall not request for any refund.
 - (1) Total or partial sublease or transfer of any portion of the premises to others.
 - (2) Actual usage and purpose of lease differing from those specified on the application form.
 - (3) Activities disrupting public order and breaching morality.
 - (4) Violation of any law or regulation of the government or of the University.
 - (5) Damage or have the potential of damaging the premises and facilities of the Gym.

|Acknowledged, agreed, and authorized by:

Borrowing Unit: (signature or stamp approval)

Primary Contact: (signature or stamp approval)

Date: (YYYY) / (MM) / (DD)