

# 國立中山大學場地設備管理使用及收支管理要點

## Guidelines on the Management of Facilities and the Rental Revenue and Expenditure

98年12月2日98年第2次校務基金管理委員會會議通過

Approved by the 2nd University Fund Management Committee meeting on December 2, 2009

- 一、為促進本校場地設備有效管理與使用，以充實校務基金，提昇財務運作能力及整體經營績效，依「國立中山大學校務基金自籌收入收支管理規定」訂定本要點。
  - I. These guidelines are formulated in accordance with the University's *Regulations for the Management of Self-generated Income of the University Endowment Fund* to effectively manage the utilization of University facilities to supplement the University Endowment Fund.
- 二、本要點規範之場地設備係指有償使用之場地及設備，本要點所稱場地設備管理收入係指利用上述場地及設備所收取之所有費用（含使用費、水電費及垃圾清潔費等）。
  - II. Facilities herein refer to the venues and equipment subject to charge for their use; revenue herein refers to fees collected from the use of these facilities (including usage fees, utility bills, and fees for waste disposal and cleaning).
- 三、本校場地設備以優先提供本校教學單位、行政單位及學生社團使用為原則。使用單位使用本校場地設備期間，如有車輛進出校區，須另依「國立中山大學車輛管理辦法」申請及繳費。
  - III. The priority of using the facilities is given to academic units, administrative units, and student clubs (hereafter as the using units), in principles. The using units shall apply and pay parking fees if vehicle parking on campus is needed in accordance with the University's *Regulations for Vehicles Management*.
- 四、使用單位如需佈置場地或利用設備時，各項設備未經許可不得擅自移動或架設，使用後並應回復場地之原狀。使用單位如有毀損公物等情事應依法負損害賠償責任。
  - IV. The using units shall obtain approval for decorating venues before moving or setting up equipment, and the venues shall be restored to the original state after use. The using units shall be liable to compensation for any property damage in accordance with related regulations.
- 五、各類場地之借用、清潔、維護、財產保管、門禁管理等，由各該場地之管理單位負責。各該場地設備管理單位應訂定各場地設備管理使用之收費標準，並循行政程序，簽請校長核定後實施。
  - V. Units overseeing individual facilities shall be responsible for their rental, cleaning, maintenance, asset keeping, and access control, as well as for establishing charging

standards through administrative procedure, approved by the President before implementation.

六、場地設備管理單位之支出項目包括人事費、業務費、維修費、雜項設備費、建築與儀器設備費等，其運用範圍如下：

VI. Units overseeing facilities shall cover expenditures like personnel, operational expenses, and maintenance costs, as well as other expenses related to buildings and equipment. The detailed expenditures shall include the following:

(一) 支應辦理場地設備管理業務之約用人員薪津。

(1) salary for contract-employed staff working for the facility management,

(二) 應協辦場地設備管理業務相關之業務費用及加班費。

(2) operational expenses and overtime pay of the staff,

(三) 支應辦理場地設備管理之臨時工資與業務宣傳費用。

(3) hourly pay for temporary staff and marketing expenses,

(四) 支應場地設備管理之稅金及保險費用。

(4) tax payments and insurance premiums,

(五) 支應場地設備管理員工提昇服務相關訓練及差旅費等。

(5) staff training and related business trips,

(六) 支援場地水電瓦斯電話費用及相關維護環保、安全、衛生費用等。

(6) utilities and telephone bills, as well as expenses for environmental protection, safety, and sanitation,

(七) 支援場地設備管理之軟硬體及雜項設備之購置與維修費用。

(7) procurement and maintenance of software and hardware for management purpose and of other insignificant equipment,

(八) 支援場地設備管理使用之車輛增購、汰換及公務用臨時租賃。

(8) procurement, replacement, and rental of vehicles for management purpose,

(九) 支援場地設備管理使用之委外辦理費用。

(9) costs associated with outsourcing tasks,

(十) 藝文中心所屬場地設備之收入得支應於本校舉辦藝文活動之展演相關經費。

(10) expenditure for art events from the revenue of Art Center, and

(十一) 支援其他因配合學校發展政策而專案簽准之相關費用。

(11) other expenses aligned with the University's development, subject to the approval from the President on a case-by-case basis.

七、本校之場地及設備如有下列情事之一者，不得借用，已核可借用者得停止使用：

VII. Facilities shall be not rented out under one of the following circumstances, and those approved shall be immediately cancelled.

(一) 有影響教學、研究、安全、其他校務運作之虞者。

(1) Teaching, research, safety, or other campus activities may be affected.

(二) 違背政府法令或本校相關規定者。

(2) Activities violate governmental laws or the University's relevant regulations.

(三) 使用與登記內容不符，違反規定或轉借他人使用者。

(3) Actual usage does not align with the application content and violates the usage provisions, or the using units sublet the facilities to another party.

(四) 活動時有損害本校場地設備之虞者。

(4) Activities may result in damage to the facilities.

(五) 活動未依規定申請續用者。

(5) Activities are extended without approval.

(六) 其他經本校認定不宜借用之事者。

(6) The University reserves the right to determine activities deemed unsuitable.

八、本要點如有未盡事宜悉依相關規定辦理。

VIII. Matters not covered herein shall be handled in accordance with the relevant regulations.

九、本要點應經行政會議及校務基金管理委員會審議通過，並報教育部備查，修正時亦同。

IX. These guidelines are approved by the Executive Meeting, the University Fund Management Committee, and the President before submitted to the Ministry of Education for reference. Amendments to these guidelines shall follow the same procedure.