

# 國立中山大學機械與機電工程學系空間活用暨管理要點

## Space Utilization and Management Guidelines of the Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University

103.6.25 經 102 學年度第 13 次系務會議通過  
Approved by the 13<sup>th</sup> Department Council meeting on June 25, 2014, School Year 102  
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112.9.20 經 112 學年度第 1 次系務會議通過  
Approved by the 1<sup>st</sup> Department Council meeting on September 20, 2023, School Year 112

一、為有效提昇本系場地使用效益與維護及管理之目的，依據「國立中山大學館舍場地收費準則」訂定「國立中山大學機械與機電系空間活用暨管理要點」。

1. The Department of Mechanical and Electro-Mechanical Engineering (hereafter “the Department”) has formulated the “Space Utilization and Management Guidelines of the Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University” (hereafter “the Guidelines”) in accordance with the “Guidelines on the Charging Standards for Usage of Campus Venues” to effectively improve the usage efficiency, maintenance, and management of the Department’s premises.

二、本系場地之借用以支援本系之教學、研究活動，或執行大型計畫所需之空間，使用人須為本系專、兼任教師。

2. The Department lends its venues and facilities to support the Department’s teaching and research activities and to provide the space needed to host large-scale projects. Venue and facility users must be full-time or adjunct faculty of the Department.

三、本系空間借用者應先提出空間使用申請，經本系儀器設備暨空間委員會同意後，即可移撥使用，相關費用得以計畫經費授權、提撥、現金、捐贈...等方式支付。

3. Applicants who wish to use the Department’s space shall first submit an application. They may use the space after approval from the Department’s Instrument, Equipment, and Space Committee. Relevant fees may be paid via project funds, contributions, cash, donations, etc.

四、本系空間收費標準說明如下：

4. The space usage fees of the Department are explained as follows:

(一)系上空間收費以月為單位，每坪 300 元新台幣，空間餘數未足一坪者不計。

(1) The space usage fees of the Department are charged on a monthly basis at a price of NT\$300 per ping; any remaining usage space that is less than 1 ping will not be charged.

(二)借用人身分、空間費計算及借用時間，由本系儀器設備暨空間委員會審核後核定。

(2) The borrowers’ identities, space usage fee calculations, and borrowing time shall be reviewed and approved by the Department’s Instrument, Equipment, and Space Committee.

(三)儀器設備暨空間委員會於每學期初於系網頁公告教師分配空間平均值(容許誤差 5%)，當教師原分配空間低於平均值時，如另有租用空間，低於平均值部分，其租金予減免。

(3) The Instrument, Equipment, and Space Committee announces the average space allocated to each faculty (with an allowable error range of 5%) on the Department website at the beginning of each

semester. If the faculty's original allocated space is less than the average, and that the space rented plus the faculty's original allocated space is still less than the average, the faculty will receive a rent reduction.

五、本系空間使用規則:

5. Regulations for the use of Department space:

(一)本系僅於核定期間內移撥空間使用權，該空間內之所有基礎建設，須由借用人自行處理及維護，系所不負擔該空間之建設之責。

(1) The Department transfers only the right to use its space during the approved periods. All infrastructure inside the space must be handled and maintained by the borrowers themselves. The Departments is also not responsible for the construction of the space.

(二)借用人應負責場地內外整潔，非屬原場地物品，歸還空間前應立即清除或運離，恢復空間原狀，本系不負保管責任。

(2) Borrowers are responsible for keeping the space inside and outside the venues and facilities clean and tidy. Items that do not belong to the venues and facilities shall be removed or transported away immediately prior to returning the space, and the space shall be restored to its original condition. The Department is not responsible for safekeeping the aforementioned items.

(三)借用人於借用期間對於空間及人員安全維護應自行負責。

(3) Borrowers shall be responsible for maintaining the space and ensuring the safety of personnel inside the space during the borrowing periods.

(四)申請借用者，如逕自將借用場地轉借他人使用；或使用事實與申請登記內容不符；或違背政府法令與學校規定；或有損害本系環境及設施之虞，本系有權立即停止使用，所繳費用不予退還且爾後不予借用。

(4) If borrowers transfer the usage right of the borrowed space to others without approval; use the space for purposes different from those listed in the applications; violate government laws and University regulations; and/or are likely to damage the environment and facilities of the Department, the Department holds the right to terminate their usage right immediately. The fees paid will not be refunded, and the borrowers will not be able to borrow the space again.

六、本要點經系研發會、系務會議核定後實施，修正時亦同。

6. The Guidelines are in effect after they have been approved by the Department Research Committee and Department Council. The same principle applies when amendments are made.