

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 Rental and Management of the Bodhi Tree Plaza and Nearby 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 Coordinating Committee 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. These guidelines are formulated to ensure the effective management of the Bodhi Tree Plaza and nearby venues, maintaining a quality environment conducive to teaching, research activities and administrative functions, while accommodating the needs of individual units to organize activities in this area.
- 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 venues mentioned in these guidelines include the Bodhi Tree Plaza, the corridor along the College of Sciences and College of Engineering, and the corridor along the College of Social Sciences and College of Management.
- 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 specified in these guidelines are exclusively for faculty and students to organize activities, and external units shall be excluded to use.
- 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 Student Life and Career Development Division (SLCDD) of the Office of Student Affairs (OSA) shall be the unit in charge to determine the rental of the venues.
- 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. Those planning to rent the venues shall submit their application at least seven days before the activity. They shall log onto the “Venue Booking System”, print and fill out the application form stamped by their supervisor, and then submit the form to the SLCDD for approval. Applications shall be deemed valid upon the approval from the SLCDD.

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 management unit reserves the right to ask immediate termination of venue usage if any of the following takes place:

(一) 違背政府法令規章，或有危及公共安全之虞者。

(1) violating government laws or regulations, or posing threats to public safety,

(二) 損壞場地、建築與設備者。

(2) damaging the venues, buildings, or facilities,

(三) 借用單位或使用事實與申請內容不符者。

(3) inconsistency between the actual usage of the venue or the unit and the information provided in the application form, or

(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) going beyond the allocated time or extending activities outside the approved area, thereby infringing the rights of others.

七、 借用單位應於活動辦理結束後恢復場地原貌。

VII. Renting units shall restore the venue to its original condition after activities.

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。

VIII. Except for the time window between 12:00 to 13:00, any forms of sound amplification shall be prohibited. For significant events requiring such equipment, prior approval via application is necessary.

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。

Utilization of sound amplification shall adhere to the pertinent provisions governing the usage of such equipment within the class 1 noise control zone during daytime stipulated in the *Amendment to Noise Control Standards* by the Ministry of Environment.

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. The usage right of a renting unit shall be revoked if it fails to adhere to the regulations and shows no sign of improvement after warnings. Furthermore, the unit shall be ineligible to apply for venue rental for the entire year starting from

the date of violation. The management unit may ask the renting unit to cover the cost of repairs or cleaning in case of damage to the venues, buildings, and facilities or failure to maintain cleanliness.

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. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these regulations shall follow the same procedure.