

國立中山大學學生宿舍公共空間收費及管理要點

Guidelines on the Charging Standards and Management of Common Areas in Student Dormitories

113年06月13日112學年第2學期第6次組內會議通過

114年04月29日113學年第2學期第1次組內會議通過

114年05月14日113學年第2學期第7次組長會議通過

114年09月11日114學年第1學期第1次組長會議通過

114年10月29日114學年第1學期第5次行政會議通過

Approved at the 5th Executive Meeting on October 29, 2025

一、為活化及有效管理學生宿舍場地，學生事務處宿舍服務組（以下簡稱本組）依據本校「館舍場地收費準則」訂定本要點。

I. These guidelines are formulated by the Campus Housing Service Division (hereinafter referred to as the “Division”) of the Office of Student Affairs (OSA) in accordance with *Guidelines on the Charging Standards for Usage of Campus Venues* to optimize the use and effective management of student dormitory venues.

二、本要點所規範之場地為學生宿舍公共空間（以下簡稱公共空間），以提供本校住宿生及宿舍自治委員會之使用為優先，場地借用如有衝突時，應考量活動重要性及申請時間准駁。

II. The venues stipulated herein refers to the common areas of student dormitories (hereinafter referred to as the “common areas”). Use priority shall be given to resident students and the Dormitory Self-Governing Committee. In the event of scheduling conflicts, the importance of events and their booking time shall be taken into consideration.

三、公共空間之收費項目包含場地維護費、清潔費及空調使用費，以下情況得減免費用：

III. Charges for using common areas shall include the venue maintenance fee, cleaning fee, and fee of air-conditioning. Fee reduction may apply to the following circumstances:

(一)住宿生、學生自治組織及學生社團僅依使用情況酌收清潔費用，空調使用費需自行負擔。

(1) Resident students, student self-governing associations, and student clubs may only pay for the cleaning fee and actual use of air-conditioning.

(二)校內各單位借用，場地維護費以 5 折計，清潔費全額支付，空調使用請自行購卡或借用公卡（每度電費為新臺幣五元計算）。

(2) Internal units shall be given a 50% discount of the venue maintenance fee,

with cleaning fees charged in full, and shall purchase a prepaid card or borrow the Division's card for air-conditioning (with electricity charged at TWD 5 per kWh.)

(三)本校重要慶典或經校長核可者得酌予減免費用。

(3) Major university ceremonies or events approved by the President may receive certain reduction.

四、公共空間借用方式：

IV. Ways for booking common areas:

(一)住宿生、學生自治組織及學生社團借用，須至本組公共空間借用線上系統登記申請。

(1) Resident students, student self-governing associations, and student clubs shall book through the Division's common area reservation system.

(二)校內單位借用，應於使用日至少七個工作日前填表申請，經本組核准並依收費標準於使用前繳納各項費用；使用前一個工作天未繳交費用者，視同放棄借用權利。

(2) Internal units shall submit a written booking form to the Division at least seven work days prior to the event. Upon approval, the units shall pay the fees according to the charging standards before the event, or shall be deemed forfeiting the booking otherwise.

(三)借用單位因故取消借用時，應提前通知本組並辦妥取消借用及退費手續，若於三個工作日前申請取消可全額退費；於使用前一日申請取消借用者僅退還清潔費，場地維護費不予退還；使用當日申請取消或未辦理取消者所有費用均不退還。借用紀錄列入下次借用之准駁參考。

(3) Units intending to cancel the booking for any reasons shall notify the Division in advance and complete the procedure for cancelation and payment refund. A cancelation made three work days in advance shall receive a full refund, whereas a cancellation made one day before the event shall receive only a refund of the cleaning fee but not the venue maintenance fee. Cancellations made on the date of the event or failure to complete the cancelation shall receive no refund; the booking history shall be taken into consideration for future bookings.

(四)公共空間之使用以申請登記時間先後排序為原則，惟本組舉辦活動或有其他特殊情形時，本組得調整使用順序並於使用日起算至少三個工作日前通知已申請者。

(4) Use of common areas is generally granted based on application submission time, in principle. Nevertheless, the events held by the Division or under special circumstances may be prioritized, and booking units shall be notified of such changes at least three work days prior to the scheduled date.

五、未經申請核可而擅用空間者，依情節嚴重程度於學生事務處組長會議決

議停止借用權至多六個月。

- V. The use of common areas without prior approval shall result in the suspension of booking for up to six months, depending on the severity of circumstances and subject to the resolution made by the OSA's Division Director Meeting.

六、公共空間使用注意事項如下：

- VI. Notices on the use of common areas:

(一)使用場地應愛惜公物，若有毀損應照價賠償，借用者未經同意，不得擅自使用各項設備，違者則依法辦理。若須臨時加用或加接任何設備，應先於各服務站填寫借用與申請表格。

(1) Booking units shall handle public properties with care and compensate for any damage at full cost. Any equipment shall not be used without prior approval; otherwise, violations shall be handled in accordance with relevant regulations. Additional equipment may be used or installed, with a prior application submitted to individual responsible dormitory offices.

(二)場地佈置及復原工作應由借用者負責辦理。非屬原場地內物品，使用後應立即清除或運離，本組不負保管責任。

(2) Booking units shall handle both setup and restoration. Items not belonging to the common area shall be removed or taken away immediately after use; the Division shall not be obliged to keep them.

(三)除麻將室外，其餘公共空間內禁止攜帶飲料、食物、用餐（白開水可攜入場內），惟會議室得經申請同意後用餐，申請者需自行將垃圾帶走。

(3) Food (excluding water) shall not be brought into common areas, except for the Mahjong room. Upon approval, the applicants may dine in the meeting rooms but shall take the trash with them after use.

(四)活動結束後，須確實關閉所有電器、門窗及復原場地，並將垃圾帶走。

(4) After the event, electrical appliances shall be turned off, with doors and windows being closed; the common area shall also be restored, with trash removed.

(五)全面禁止抽菸，違反者依法辦理。

(5) Smoking is strictly prohibited; violations shall be handled in accordance with relevant regulations.

七、活動內容有以下情事者不予借用，本組得立即停止已核准者使用，並依情節嚴重程度，由學生事務處組長會決議暫停借用權一個月至一年：

- VII. Events involving any of the following circumstances shall not be approved; approval already granted by the Division shall be immediately cancelled. The access to booking may be suspended from one month to one year, depending on the severity of circumstances and subject to the resolution made by the OSA's Division Director Meeting.

- (一)違反政府法令或妨害社會善良風俗。
 - (1)violations of laws and government policy, or breach of public order or moral standards
 - (二)活動內容與原核准申請不符或將場地轉讓他人使用。
 - (2)discrepancies between actual use and what is stated in the booking form, or unauthorized transfer of the venue to a third party
 - (三)有嚴重損害各項設施之虞及違反公共安全者。
 - (3)possibilities of severe damage to various facilities and threats to public safety
 - (四)違反本要點第六點之使用注意事項者。
 - (4)violations of the provision stipulated in Article 6 herein
- 八、 本要點經行政會議通過並陳請校長核准後實施，修正時亦同。
- VIII. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.