

國立中山大學圖書與資訊處空間使用收費辦法

Regulations for the Charge Standards for Space Use in the Office of Library and Information Services

100.1.19 99 學年度第 1 學期第 10 次行政會議通過

111.11.2 111 學年度第 1 學期第 5 次行政會議修正通過

Amended and approved at the 5th Executive Meeting on November 2, 2022

第一條 國立中山大學圖書與資訊處（以下簡稱本處）為方便本校教職員工、學生或校外人士能有效利用本處空間，以從事教學研究與互動學習之活動，依據本校「館舍場地收費準則」特訂本辦法。

- I. These regulations are formulated to optimize the utilization of venues managed by the Office of Library and Information Services (OLIS) in accordance with the University's *Guidelines on the Charge Standards for Usage of Campus Venues*, facilitating teaching, research, and learning activities of faculty, staff, and students, and external personnel.

第二條 本處空間使用應由校內外單位於至少二週前提出申請。

- II. Applications for using the OLIS venues shall be submitted by requesting units at least two weeks prior to the scheduled date of use.

第三條 本處空間之使用經核准後，於使用日前至少一週，依收費標準繳納費用，逾期未繳付租金，視同放棄租用權利。申請單位如因故取消借用時，須於使用日三天前通知本處，違者場地費不予退還。

- III. Upon approval of the OLIS, a venue fee shall be paid according to the standards stipulated herein at least one week before the scheduled date of use. Failure to do so shall result in forfeiture of access rights. Requesting units wishing to cancel their reservation shall notify the OLIS at least three days before the scheduled date of use; otherwise, the venue fee shall not be refunded.

第四條 本處所轄之空間使用收費標準如下：

IV. Charge standards for various OLIS venues:

地點	場地名稱	收費辦法	備註
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Floor	Venue	Fee	Notes
地下 一樓 B1	視訊 研討室 online seminar room	5400 元/場次 TWD 5400 per session	1. 使用時間須配合圖書館開放時間。 Usage hours shall align with the library's opening hours. 2. 本處保留優先使用一樓視訊會議室、三樓展覽室之權利。 The OLIS retains the priority to use the online conference room on 1F and the exhibition room on 3F. 3. 每一場次時段為： Two sessions are as follows: (1) 上午 08:00~12:00 from 08:00 to 12:00 (2) 下午 01:00~05:00 from 13:00 to 17:00 4. 三樓展覽室每日借用時間為 9:00-17:00。 The exhibition room on 3F is available from 9:00 to 17:00 every day. 5. 轉播網路視訊會議服務、現場錄影等，每小時 300 元。 Video conferencing and on-site recording services are charged at TWD 300 per hour. 6. 電腦教室附有教學廣播系統。 The computer classroom is equipped with a teaching broadcasting system. 7. 各場地若需額外電源、網路連接或其他設備，費用另計。 An additional fee shall be charged for extra powering, internet connection, or other equipment in the venue.
	會議室 conference room	1400 元/場次 TWD 1400 per session	
	電腦教室 computer classroom	2000 元/時 (一次租借 20 小時以上八折 優惠) TWD 2000 per hour (20% discount for one reservation exceeding 20 hours)	
一樓 1F	視訊 會議室 online conference room	1400 元/場次 TWD 1400 per session	
	中央藝廊 central hall	1400 元/場次 TWD 1400 per session	

	前廊 front porch	500 元/場次 TWD 500 per session	8. 展覽室借用以不變更原佈置為原則，如借用單位另有佈置，活動後請恢復原狀，如本處有額外修復支出，借用單位須負擔修復費用。 The exhibition room shall be used without any change to the original setup, in principle, and shall be restored with additional decoration removed after the event. The requesting unit shall bear any extra restoration costs. 9. 展覽室借用前須繳交保證金(金額為租金 30%)，展場恢復原狀後始退回保證金。學生團體免收場地費時，仍應繳交保證金:借用 1 日為 5000 元；2 日以上為 7200 元。 A deposit (30% of the venue fee) shall be paid before the use of the exhibition room, and will be returned once the venue is restored. Student groups exempted from the venue fee shall still deposit TWD 5000 for one-day usage or TWD 7200 for an event exceeding two days.
	後廊 back porch	500 元/場次 TWD 500 per session	
二樓 2F	研討室 seminar room	2800 元/場次 TWD 2800 per session	
三樓 3F	展覽室 exhibition room	10000 元/日 (一次租借 8 日以上六折優惠) TWD 10000 per day (40% discount for one reservation exceeding 8 days)	
四樓 4F	視聽室 audio visual room	3600 元/場次 TWD 3600 per session	

第五條 校內單位申請予總金額之五折優惠，校外單位與本處合辦則予總金額之八折優惠。學生團體經校內單位核定舉辦之活動，得免收場地費，惟如有取得其他單位補助場地費之計畫，或有外部經費挹注(如廠商贊助)，則依收費標準五折或場地費預算上限計算。

V. University units are eligible for a 50% discount on the total venue fee, while external units co-hosting an event with the OLIS shall have a 20% discount. Student groups organizing an event with approval from a University unit may be exempt from the fee; nevertheless, if they receive a fund covering the venue fee from the unit or an external fund (such as a sponsorship), the venue fee shall be charged with a 50% discount according to the standards herein or based on the maximum budget allocated for the venue fee.

第六條 使用本處空間應愛惜公物，若有毀損應照價賠償，其佈置及復原工作應由申請單位負責辦理；使用者須遵守各空間另訂之使用細則，違反者，本處有權終止其申請使用的權利。

VI. Public properties of the OLIS venues shall be handled with care. Requesting units shall compensate for any damage at full cost and handle both setup and restoration. Additionally, specific usage policies of individual venues shall be followed; any violations of the policies may result in the termination of access rights imposed by the OLIS.

第七條 本辦法經本校行政會議通過，陳請校長核定後實施，修正時亦同。

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