

國立中山大學逸仙館、國研大樓會議廳室使用管理要點

Guideline on the Management and Use of Sun Yat-sen Hall and Conference Halls in the Building of International Research

84年8月30日第三次行政主管會報通過

90年9月28日第一次行政會議修正通過

94年10月07日第一次行政會議修正通過

94年11月11日第二次行政會議修正通過

104年1月21日本校103學年度第1學期第10次行政會議修正通過

104年3月13日本校104年度第1次校務基金管理委員會修正通過

106年1月11日本校105學年度第1學期第10次行政會議修正通過

106年2月22日本校105學年度第2學期第1次行政會議修正通過

106年3月10日本校106年度第1次校務基金管理委員會修正通過

108年12月4日本校108學年度第1學期第3次協調會報修正通過

108年12月25日本校108學年度第1學期第9次行政會議修正通過

109年3月6日本校109年度第1次校務基金管理委員會修正通過

109年6月24日本校109學年度第2學期第10次行政會議修正通過

109年12月11日本校109年度第3次校務基金管理委員會修正通過

Amended and approved at the 3rd University Endowment Fund Management Committee meeting on December 11, 2020

一、本校為提倡學術、文化活動、加強社區服務、及有效使用逸仙館及國研大樓華立廳、光中廳、階梯教室(以下簡稱國際會議廳室)等空間、設備，特定此要點。

I. These guidelines are formulated to promote academic and cultural activities, enhance community engagement, and optimize the use of spaces and facilities, including Sun Yat-sen Hall as well as Wah Lee Conference Hall, Kwang Chung Conference Hall, and the lecture halls (hereinafter collectively referred to as the “international conference halls”) in the Building of the International Research.

二、逸仙館及國際會議廳室之管理由藝文中心(以下簡稱本中心)負責。

II. Sun Yat-sen Hall and the international conference halls are administered by the Arts Center (hereinafter referred to as the “Center”).

三、逸仙館及國際會議廳室之借用，應於三週前依下列程序提出申請：

III. An application for renting Sun Yat-sen Hall or the international conference halls shall be submitted three weeks prior to the use, following the procedure below:

(一)洽詢預約。

(1)checking availability before applying

(二)填具場地及中央空調使用申請單(校外單位請附活動內容說明)。

(2)completing the application form for venue rental and the use of central air conditioning (Note: External units shall provide a description of events.)

(三)繳費。

(3)paying fees

四、逸仙館及國際會議廳室之借用除以下之情形外，其餘活動一律依使用收費標準（如附件）繳費。

IV. Events held in Sun Yat-sen Hall and the international conference halls shall be charged according to the fee standards in the appendix, except for the following:

(一)本校校務、行政各種會議。

(1)University Council meetings and Executive Meetings

(二)本校重要慶典及活動，酌收清潔費。

(2)major University ceremonies and events (cleaning fees applicable)

(三)其他經核准免繳費者，酌收清潔費。

(3)other events exempted from payment with the approval from the University (cleaning fees applicable)

五、逸仙館及國際會議廳室之借用經核准後，於使用日前一週依收費標準繳納各項費用，逾期未繳付租金，視同放棄租用權利。

V. Upon approval, the payment of the rental fee shall be made in accordance with the fee standards one week before the use of venues. Failure to do so shall result in the forfeiture of rental rights.

六、如借用之場地，本校有臨時特殊狀況需使用時，得通知原申請單位改期或解除借用，並無息退還應繳之費用，申請單位不得異議。

VI. In the event of unforeseen circumstances where the University needs to use the booked venue, the booking unit may be notified to reschedule or cancel their booking. In such cases, the rental fee shall be refunded without interest, and the said unit shall not raise any objections.

七、為使場地發揮最大效能，活動人數未達借用場地座位數之相當比例(國際會議廳室為二分之一、逸仙館為三分之一)者不予借用。

VII.To optimize venue utilization, applications shall not be approved if the anticipated number of participants falls below half of sitting capacity for the international conference halls or one-third for Sun Yat-sen Hall.

八、活動內容有以下情事者，不予借用，已核准者立即停止其使用。

VIII.Applications shall not be approved for events involving any of the following circumstances; approval already granted shall be immediately cancelled.

(一)違反政府法令及政策。

(1)violations of the law and government policies

(二)妨害社會善良風俗。

(2)breaches of public order or moral standards

(三)與申請登記不符或將場地轉讓他人使用。

(3)discrepancies between actual use and what is stated in the application, or unauthorized transfer of the venue to a third party

(四)有嚴重損害兩廳館之各項設施之虞。

(4)possibilities of severe damage to the facilities of the venues

九、使用場地應愛惜公物，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。

IX. Public properties of the venues shall be handled with care. Booking units shall compensate for any damage at full cost and handle both setup and restoration.

十、申請單位未經同意，不得擅自使用各項設備，若須臨時加用或加接任何設備，應先接洽管理員辦理。

X. Booking units shall not use any equipment without prior approval and shall notify the management staff before using or installing additional equipment.

十一、除新聞報導外，如須現場錄影(音)或實況轉播，須經本中心同意，並自備器材。如須使用本中心之原有設備應與本中心之相關人員協調之。

XI. Except for news reporting, on-site video (audio) recording or live streaming shall seek approval from the Center. Additionally, booking units shall bring their own equipment, or shall coordinate with the Center's relevant staff if using venue's equipment.

十二、場地借用期間安全維護、傷患急救、公共秩序由申請單位會同本中心協調處理。

XII. During the rental period, the booking unit shall coordinate with the Center to handle safety maintenance, first aid for injuries, and public order.

十三、申請單位因故取消借用時，應提前通知本中心並辦妥取消借用及退費手續，若一週前申請取消借用者可全額退費。於使用前一日申請取消借用者僅可辦理空調使用費及電費之退費。

XIII. Units intending to cancel the booking for any reasons shall notify the Center in advance and complete the procedure for cancelation and payment refund. A cancelation made one week in advance shall receive a full refund, whereas a cancelation made one day before the event shall only receive a refund of air conditioning and electricity charges.

十四、本要點經行政會議及校務基金管理委員會通過後，陳請校長核定後施行，修正時亦同。

XIV. These guidelines are approved by the Executive Meeting, the University Endowment Fund Management Committee, and the President before implementation. Amendments to these guidelines shall follow the same procedure.

【逸仙館】使用收費標準

附件 Appendix 1

Fee Standards 【Sun Yat-sen Hall】

	場地維護費 (每時段) Venue Maintenance (per session)			清潔費 Cleaning	空調使用費 Air Conditioning	電費 Electricity	備註 Notes
	08:00 - 12:00	13:00 - 17:00	18:00 - 22:00 22:00 - 02:00 (僅拆台使用) (only for stage disassembly)	(每時段) (per session)	(每時段) (per session)	(每時段) (per session)	
平常日 (週一至週四) Weekdays (Monday to Thursday)	18,400	18,400	22,400	5,000	5,000	600	每時段費用為 29,000 元至 33,000 元 The total fees per session range from TWD 29,000 to TWD 33,000.
週末 (週五至週日) Weekend (Friday to Sunday)	24,400	24,400	32,400	5,000	5,000	600	每時段費用為 35,000 元至 43,000 元 The total fees per session range from TWD 35,000 to TWD 43,000.
拆台超時費用 Overtime Fee	每小時 2,000 TWD 2,000 per hour						

for Stage Disassembly (02:00-04:00)	
休息日加班費 Overtime Fee for working on scheduled days off	每時段 4,000 TWD 4,000 per session
本館座位共計 1370 席，1 樓 543 席，2 樓 518 席，3 樓 309 席。 This hall has a total of 1,370 seats, including 543 seats on the first floor, 518 seats on the second floor, and 309 seats on the third floor.	
場地 設備 Venue Equipment	單槍投影機 projectors: —主投影機 16000 流明以上(含 16000 流明) ，每時段 10,000 central projector (16,000 lumens or above): TWD 10,000 per session —主投影機 16000 流明以下，每時段 3,000 central projector (below 16,000 lumens): TWD 3,000 per session —側投影機，每時段 2,000 side projector: TWD 2,000 per session
	館內迴廊—每時段 3,500 corridor in the venue: TWD 3,500 per session
	平台鋼琴—每日 3,000 grand piano: TWD 3,000 per day
備註 Notes	1. 每時段四小時，不足四小時以四小時計算，超出時間加收下一時段之費用。 Each session lasts four hours. A duration shorter than four hours is counted as a full session, and any additional time will incur a charge of an extra session. 2. 裝台、彩排、拆台不收場地維護費，清潔費半價計算，電費按原價計算，若需使用空調仍按照表列標準收費。 During setup, rehearsal, and stage disassembly, the venue maintenance fee is waived, the cleaning fee is charged at a half rate, and the electricity fee is charged at the standard rate. Using air conditioning will be charged according to the fee standards. 3. 演出後之拆台結束時間以隔日 04:00 為限，另 02:00~04:00 需加收超時費用，未逾半小時以半價計，半小時以上以 1 小時計。 Stage disassembly after the performance must be done by 04:00 the following day, and an overtime fee shall be imposed when it happens between 02:00 and 04:00. Overtime less than 30 minutes is charged at a half rate, while overtime exceeding 30 minutes is charged at the full hourly rate. 4. 租借日如適逢管理人員已排定之休息日需加收休息日加班費，惟館方仍保留是否租借之同意權。 If the event falls on scheduled days off of the management staff, an overtime fee will

apply. Nevertheless, the Center reserves the right to approve or deny the booking application.

5. 禁止於館內飲食。

The consumption of food and beverages inside the hall is prohibited.

6. 校內各單位借用除場地維護費以 8 折計算，其餘項目按原價計算。

For University units, the venue maintenance fee is charged at 80% of the standard rate, while other fees are charged in full.

7. 收據抬頭如為校外單位需依法收取營業稅(5%)。

If the receipt is issued to an external unit, a 5% of tax will apply in accordance with the law.

8. 鋼琴技術人員之聘用需經館方同意後方可執行業務。

Hiring a piano technician requires prior approval from the Center.

【國研大樓會議廳】使用收費標準

附件 Appendix 2

Fee Standards

【Conference Halls in the Building of International Research】

場 地 Halls	場地維護費 Venue Maintenance	清潔費 Cleaning	空調使用費 Air Conditioning	電費 Electricity	座 位 數 Seating Capacity	場地設備 Venue Equipment
	(每時段) (per session)	(每時段) (per session)	(每時段) (per session)	(每時段) (per session)		
華立廳 Wah Lee Conference Hall	7,000	3,000	3,000	2,000	132 席 132 seats	1. 主螢幕單槍投影機—每時段 3,000 元 central projector – TWD 3,000 per session 2. 側螢幕單槍投影機—每時段 2,000 元 side projector – TWD 2,000 per session 3. 另設有身心障礙席次 2 席 There are 2 designated seats for persons with disabilities.
光中廳 Kwang Chung Conference Hall	10,000	5,000	6,000	4,000	268 席 268 seats	1. 主螢幕單槍投影機—每時段 3,000 元 central projector – TWD 3,000 per session 2. 側螢幕單槍投影機—每時段 2,000 元 side projector – TWD 2,000 per session 3. 另設有身心障礙席次 4 席 There are 4

						designated seats for persons with disabilities.
階梯 教室 Lecture Halls	3,000	1,000	1,000	1,000	98 席 2 間 98 seats for each	1. 單槍投影機 – 每時段 2,000 元 projector – TWD 2,000 per session 2. 另設有身心障礙席次 2 席 There are 2 designated seats for persons with disabilities. 3. IR1001、IR1002 (two halls available)
休息日 加班費 Overtime Fee for working on scheduled days off	每時段 1,000 TWD 1,000 per session					
備註	1. 以上場地使用時段區分如下：早上 8：00~12：00，下午 13：00~17：00，晚上 18：00~22：00，每時段計四小時，不足四小時以四小時計，超出時間加收下一時段之費用。 Sessions are as follows: morning (8:00-12:00), afternoon (13:00-17:00), and evening (18:00-22:00). Each session lasts four hours. A duration shorter than four hours is counted as a full session, and any additional time will incur a charge of an extra session. 2. 會議前場佈及彩排，場地維護費及電費以半價計算，免收清潔費，若需使用中央空調仍需按照表列標準收費。 During setup and rehearsal before a conference, the fees of venue maintenance and electricity are charged at a half rate, while the cleaning fee is waived. Using air conditioning will be charged according to the fee standards. 3. 租借日如適逢管理人員之休息日需加收休息日加班費，惟館方仍保留是否租借之同意權。 If the intended rental date falls on the rest day of the management staff, an overtime fee will apply. Nevertheless, the Center reserves the right to approve or deny the rental application. 4. 如需於國研大樓場地用餐(便當除外)，每日加收清潔費 2,000 元(不以用餐次數計算)。 Dining (lunchbox excluded) inside these halls will incur an additional cleaning fee of TWD 2,000 per day, regardless of the number of meals. 5. 全天租用華立廳及光中廳者，如當日階梯教室未出租時，可作為用餐場地。 If both Wah Lee Conference Hall and Kwang Chung Conference Hall are rented for an entire day, the lecture halls may be used for dining if not rented on the same day. 6. 場內禁止攜帶飲料、食物、用餐(白開水、杯水可攜入場內)。					

Bringing beverages (water excluded) or food into these halls or dining inside is prohibited.

7. 校內各單位借用以收費標準 8 折計算。

University units renting these halls are charged at 80% of the standard rate.

8. 收據抬頭如為校外單位需依法收取營業稅(5%)。

If the receipt is issued to an external unit, a 5% tax shall apply in accordance with the law.