

Regulations for the Management of Borrowing of Professional Classrooms by the Department of Tourism and Hospitality Management, Kainan University

Passed at the 7th Departmental Meeting of the 2011 Academic Year on January 6,

2012 Passed at the 4th College Meeting of the 2011 Academic Year on March 22,

2012 Passed at the 144th Administrative Meeting on May 15, 2012

Article 1 In order to ensure the proper use of the various professional classrooms managed by the Department of Tourism and Hospitality Management at Kainan University (hereinafter referred to as "the Department") for normal teaching and related research activities, and to establish standards for their borrowing, fees, and management, these regulations are formulated in accordance with Article 3 of the "Regulations for Borrowing and Management of Various Places at Kainan University".

Article 2 The professional classrooms and equipment of the Department are primarily provided for teaching and research activities. When there are available slots, they may be borrowed by external groups or individuals to enhance the utilization of the professional classrooms.

Article 3 The borrowing unit, time, and content must correspond to the application unit, time, and content. Otherwise, if any inconsistencies are discovered, the use of the venue may be immediately terminated, and no compensation for any losses may be requested.

Article 4 Borrowing time slots:

1. Monday to Friday: Morning slot: 08:00~~12:00~~, Afternoon slot: ~~13:00~~17:00.
2. Holiday slots: Refers to time slots outside of the university's working hours (including Monday to Friday from 18:00~21:00).
3. If the usage exceeds one hour, an additional time slot fee will be charged. If the venue needs to be set up and rehearsed, it is limited to one hour. If it exceeds one hour, an additional time slot fee will be charged.

Professional Classroom project		W120	MB30	N317	N309	N315	Remarks
		Western Cuisine Culinary Classroom	Chinese Cuisine and Baking Kitchen	Beverage Classroom	Hotel Teaching Demonstration Classroom	Culinary Classroom	
Capacity (people)		50	50	40	30	30	
Deposit per occurrence		2,000	2,000	2,000	2,000	2,000	After the event, upon confirming that the venue has been restored to its original condition without any equipment damage, the deposit will be refunded without interest.
Venue Usage Fee		5,000	5,000	4,000	3,000	3,000	
Natural gas and electricity expenses		According to actual usage and support		none	none	none	Internal units within the university also need to provide support when borrowing.
Charges are based on the requirements of the borrowing unit.	Holiday management fee	1,000	1,000	1,000	1,000	1,000	If approved for borrowing on holidays, administrative personnel may claim overtime pay according to regulations, with a fee of 1,000 NTD per person per time slot to be paid by the borrowing unit

wage for work-study.	Calculate according to the hours worked for the part-time job	
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Article 1 To ensure the appropriate use of various professional classrooms managed by the Department of Tourism and Hospitality Management at Kainan University (hereinafter referred to as "the Department") for teaching and research purposes and to establish standardized guidelines for borrowing, fees, and management, these regulations are formulated in accordance with Article 3 of the "Regulations for Borrowing and Management of Various Places at Kainan University."

Article 2 Professional classrooms and equipment of the Department are primarily reserved for teaching and research activities. When they are available, they may be used by external groups or individuals to enhance the resource utilization of these professional classrooms.

Article 3 For internal units borrowing classrooms from the Department, fees shall be charged at 80% of the relevant fee standards for professional classrooms. In special cases, applications for fee waivers or discounts can be submitted for approval by the university president. Disabled groups renting the facilities will receive a 50% discount on the rental fees. When external units use the classrooms on holidays, a department-designated staff member will be responsible for water and electricity operation, equipment instructions, and audiovisual equipment operation. A designated management fee will be charged to the borrowing unit, amounting to 1,000 NT dollars per person per time slot, which must be paid by the borrowing unit. Professional classrooms of the Department do not provide computer equipment, refreshments, telephone services, document photocopying, fax, internet facilities, whiteboard markers, paper cups, or other services. Borrowing units are responsible for arranging these services themselves.

Article 6 Borrowing Procedures: For internal units: Two weeks before the intended use, applicants should complete the application form (Attachment 1), a declaration (Attachment 2), and a checklist (Attachment 3) and submit them to the Department. After approval by the Department's administration, borrowing may proceed, and the borrowing unit should register with the Department and receive the room key on the day of borrowing. For external units: External units must submit applications on behalf of organizations or groups one month in advance. Applications should be made

in writing through the university's General Affairs Division and include the application form (Attachment 1), a declaration (Attachment 2), and a checklist (Attachment 3). After approval by the General Affairs Division, the Department will notify the borrowing unit. The borrowing unit can register with the Department and receive the room key on the day before borrowing. Borrowing units should make payments to the university's General Affairs Division no later than three working days before the intended borrowing date. A copy of the payment receipt should be submitted to the General Affairs Division and the Department for record-keeping. Failure to make the payment within the specified timeframe may result in event cancellation. In the event that borrowing units need to cancel or extend their use, they should notify the Department at least three working days in advance. If they fail to notify within this timeframe, only 2/3 of the paid fees will be refunded. If borrowing units are unable to use the venue due to unforeseeable circumstances, they must notify the Department at least three days before the intended use. The portion of fees that hasn't been utilized will be refunded without interest. The Department will not be liable for any compensation in the event of force majeure affecting the venue's equipment. Once borrowing is approved, borrowing units are not allowed to transfer or change the event's content without permission.

Article 7 Environmental Maintenance: Unborrowed equipment and facilities may not be used without prior consent and using them without permission resulting in equipment failure or damage will make the borrowing unit liable for compensation. Borrowing parties are responsible for maintaining the cleanliness and safety of the venue. They must return the venue to its original condition upon completion.

Equipment, devices, and facilities within the venue may not be moved or assembled without permission. If changes are necessary, approval must be obtained from the Department's management personnel. Any damages incurred should be compensated for at the prevailing market rate or repaired at the borrowing unit's expense.

Professional classrooms should be kept clean, and smoking is strictly prohibited within the classrooms. Borrowing units must ensure strict supervision and control. Borrowing units must designate a responsible person to oversee the equipment and use it with care. If machinery or equipment is damaged, the borrowing unit is responsible for compensation based on the equipment's market value. Borrowing units are required to provide a list of the names of guests from inside and outside the university, invitation letters or official documents, and must assign personnel to assist security personnel at the university's entrance for vehicle identification and parking in accordance with regulations. Professional classrooms managed by the Department are located within the teaching and administrative areas. Please maintain quietness during use to avoid affecting the operations of other units. Posters should be put up neatly,

and after use, the venue should be returned to its original condition. No posters may be put up in professional classrooms without permission, and if permission is granted, the use of double-sided or strong adhesives that are difficult to remove is strictly prohibited.

Article 8 For matters not covered by these regulations, the "Regulations for Borrowing and Management of Various Places at Kainan University" shall apply.

Article 9 These regulations, upon approval by the Departmental Meeting and submission to the College Meeting for deliberation, followed by approval by the Administrative Meeting and the President, shall be publicly implemented. The same process applies for any amendments.

Applicant		Reason for Borrowin g	
Application Date and Time	Year Year	Month Month	Day Day
	Hour Hour	Minutes Minutes	Start End
※I (we) have read and agree to comply with the "Regulations for the Borrowing and Management of Professional Classrooms by the Department of Tourism and Hospitality Management, Kainan University." <input type="checkbox"/> Yes <input type="checkbox"/> No			
Contact Person		telephone :	Cell Phon : fax :
Borrowing Equipment	<input type="checkbox"/> Digital Equipment (An additional fee of _____ NT dollars per time slot applies) <input type="checkbox"/> Other (Please specify in Attachment Three: Equipment Rental List)		
Professional Classroom	<input type="checkbox"/> Western Cuisine Culinary Classroom (W120) <input type="checkbox"/> Chinese Cuisine and Baking Classroom (MB30) <input type="checkbox"/> Beverage Classroom (N317) <input type="checkbox"/> Hotel Teaching Demonstration Classroom (N309) <input type="checkbox"/> Culinary Classroom (N315)		
Number of people	person	Anticipated number of incoming vehicles	Vehicle ※Please consult with the General Affairs Office regarding vehicle entry matters at least one week before use.
Signature of the Responsible Person for the Applying Unit		Supervisor of the Applying Unit (If not applicable)	

The following fields are to be filled out by the department

- External groups       Internal units
- security deposit \$ \_\_\_\_\_ (The damaged items will incur a charge of \_\_\_\_\_ yuan, which will be deducted from the security deposit ◦ )
- Venue usage fee      Rental for \_\_\_\_\_ period(s) x \_\_\_\_\_ NT dollars per period = NT\$ \_\_\_\_\_
- Natural gas fee      Prepaid \$ \_\_\_\_\_ dollars, paid \$ \_\_\_\_\_ dollars in actuality
- Additional charges may apply based on the borrowing unit's specific requirements
- Management fee: \$ \_\_\_\_\_
- The hourly wage for the part-time job is \_\_\_\_\_ dollars per hour. Multiplying by \_\_\_\_\_ hours gives a total of \_\_\_\_\_ dollars.
- The total amount of fees to be paid is \$ \_\_\_\_\_**

The person in charge will handle this

Supervisor's decision/approva

Statement of Assurance for the Borrowing of Specialized Classrooms in the Department of Hospitality Management and Tourism, Kainan University

Case Number:

I, the undersigned, have thoroughly read and agreed to abide by the "Regulations for the Borrowing of Specialized Classrooms in the Department of Hospitality Management and Tourism, Kainan University." In the event of any violation of the university's regulations, I shall not request any compensation for potential losses incurred. Should there be any damage to the venue, related equipment, items, or facilities, I willingly accept the responsibility for repair or compensation. I also commit to adhering to the requested time for usage. Furthermore, I will take charge of segregating and properly disposing of waste generated during the event, in compliance with the government's three principles of waste management. Only after inspection by the department's administrative staff may the waste be disposed of. In the event that improper waste handling leads to administrative fines imposed on Kainan University, I am willing to bear the cost of the fines and any subsequent related procedures.

Sincerely,

Kainan University

Applicant Information:

Responsible Party:

Contact Number:

ID Number:

Address:

R e p u b l i c o f C h i n a ,      Y e a r ,      M o n t h ,      D a y

Checklist for Borrowing Specialized Classrooms in the Department of Hospitality  
Management and Tourism, Kainan University

Borrowing Unit		Purpose of Borrowing	
Applicant		Contact Number	
Borrowing Date / Time			
The following list is provided by the borrowing unit. The list of borrowed items will be handed over by the specialized classroom administrator.			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the borrowed equipment and apparatus damaged?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the borrowed equipment and apparatus returned and accounted for?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the lights, air conditioning, and digital equipment in the classroom		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the digital equipment functioning properly?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have the posted posters and promotional flyers been removed?		
Other Matters			
Equipment Borrowing Inventory (Please add additional fields if needed)			
Signature of Borrowing Unit		Signature of Professional Classroom Administrator	