**Regulations and Charging Standard for Use of Classrooms and Venues in Center of Language Studies, Tzu Chi University**

Ratified by the School President in May, 2016

1. In order to manage the use of classrooms and venues in the Center of Language Studies (the Center) properly, these rules are specially set up by following the “Regulations for Use of Venues in Tzu Chi University”.
2. The “classrooms and venues” mentioned here refer to those that are managed by the Center.
3. Tzu Chi students and faculty, also non-Tzu Chi students and faculty are eligible to use the classrooms and venues under the condition that the Center is not using them in the current time.
4. Application procedure: Applicant must complete the “Application for using classrooms and venues in Center of Language Studies” form (Appendix 2) and submit to the Center two weeks in advance. Applicant has to pay the rental fee within three working days after the approved date. If not, the Center has the right to cancel the application. Applicant who is not a Tzu Chi student or faculty member has to complete the application form and also has to send an official document to the Center as well.
5. After the application is approved and the applicant wants to cancel it, please inform the Center in advance. If the applicant cancels one week before the schedule event, there will be a full refund; three days before, half will be refunded; two days before, there will be no refund.
6. Rental fee for using the Center’s classrooms and venues is shown in Appendix One.
7. If the applicant wants to deposit anything in the Center, please send it to the Center one day before or on the day of the schedule event. But the Center is not responsible for any loss of items.
8. The applicant has to clean up the classrooms and venues and restore its original condition after using it.
9. Any rule or limitation not listed in this regulation will comply with the “Regulations for Use of Venues in Tzu Chi University”.
10. These rules have been ratified by the school president and put into practice. It will follow the same manner when it has to be revised.

Appendix One

Rental Fee for Using Classrooms and Venues in Center of Language Studies

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| --- | --- | --- | --- | --- |
| Room No. | Function | Rental Fee  (by time interval)1 AM/Afternoon/PM | Capacity (Maximum) | Equipment |
| 2D204 | Regular Classroom, Meeting | NT$300 | 6 | A/C, Tables, Foldable Chairs, Whiteboard (eraser, board marker included) |
| 2D205 | Regular Classroom, Meeting | NT$300 | 8 | A/C, Tables, Foldable Chairs, Whiteboard (eraser, board marker included) |
| 2D206-208 | Regular Classroom, Meeting | NT$300 | 5 | A/C, Tables, Foldable Chairs, Whiteboard (eraser, board marker included) |
| 2D211 | Regular Classroom, Meeting | NT$200 | 3 | A/C, Tables, Foldable Chairs, Whiteboard (eraser, board marker included) |
| 2D212 | Regular Classroom, Meeting | NT$300 | 8 | A/C, Tables, Foldable Chairs, Whiteboard (eraser, board marker included) |
| 2D201 | Regular Classroom, Meeting, Performance, Group Activity | NT$500 | 15 | Projector, A/C, Tables, Chairs, Whiteboard (eraser, board marker included) |
| 2D202 | Regular Classroom, Meeting, Performance, Group Activity | NT$500 | 15 | Projector, A/C, Tables, Chairs, Whiteboard (eraser, board marker included) |
| 2D216 | Regular Classroom, Meeting, Performance, Group Activity | NT$500 | 15 | Projector, A/C, Tables, Chairs, Whiteboard (eraser, board marker included) |
| 2D203 | Regular Classroom, Meeting, Workshop, Performance, Group Activity | NT$1000 | 40 | Projector, Microphone, Video Player, Distance Learning Equipment, A/C, Foldable Chairs, Whiteboard (eraser, board marker included) |
| 2L103 | Regular Classroom, Meeting, Workshop, Performance, Group Activity, Exhibition | NT$800 | 150 | Projector, Microphone, Tables, Chairs (no A/C, no Whiteboard) |
| Remarks:  1. Three available time interval for use of the classrooms and venues: Morning (08:00~13:00), afternoon (13:00~17:30), and evening (18:00 ~ 22:00). Rental fee will be paid by each time interval. If the reservation hour is less than a time interval, the applicant still has to pay a full time interval rate.  2. Food or drink is not allowed in the classrooms and venues except when given special approval in advance. Extra cleaning fee is NT$500.  3. The classrooms and venues in the Center are available in non-working days. If the applicant needs extra staff to have technical support, the applicant has to pay each staff member NT$800 for each time interval, and if that staff member has to work through a meal period, the applicant also has to pay the meal allowance to him/her.  4. If the charging standard is adjusted, the applicant must comply with any changes. | | | | |

Appendix 2

**Application for Using Classrooms and Venues in Center of Language Studies**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Title | |  | | | |  | |  | |
| Event Info. | |  | | | | | | | |
| Event Time | | Date： □08:00-12:00 □13:30-17:30 □18:00-22:00 | | | | | | | |
| Rehearsal/ Preparation Time | | Date： □08:00-12:00 □13:30-17:30 □18:00-22:00 | | | | | | | |
| Applicant | |  | | | | Applicant’s Name | |  | |
| Contact Person | |  | | | | Tel | |  | |
| E-mail | |  | | | | | | | |
| Room No.  Capacity | | Regular Classroom | □ 2D204 (6 people) □ 2D205 (8 people)  □ 2D206 (5 people) □ 2D207 (8 people)  □ 2D208 (5 people) □ 2D211 (3 people) □ 2D212 (8 people) | | | | | | |
| Multifunction Classroom | □ 2D201 (15 people) □ 2D202 (15 people) □ 2D216 (15 people)  □ 2D203 (long distance teaching classroom 40 people)  □ 2L103 (multifunction classroom 150 people) | | | | | | |
| Charging Info. | | 1. Please refer to the “Regulations and Charging Standard for Use of Classrooms and Venues in Center of Language Studies, Tzu Chi University” for rental fee. The applicant must complete the application procedure before using the venues.  2. If the applicant needs technical support from Center’s staff, the applicant has to pay NT$800 for each staff member for each time interval (4 hours)  3. Any adjustment made to change the charging standard, please specify the reasons. | | | | | | | |
| Payment methods | | □ Pay at the Center: Credit card or cash  □ ATM Bank Transfer: Mega International Commercial Bank Hualien Branch  Bank code: 017/ Account No.: 02310630005  □ Bank Transfer: Mega International Commercial Bank Hualien Branch Bank code: 0170239/ Account No: 02310630005/ Beneficiary: 慈濟學校財團法人慈濟大學 | | | | | | | |
|  | | ＄NT: | | | | | | | |
| Remarks: | | | | | | | | | |
| Applicant |  | | | Supervisor of Applicant |  | | | | |
| The Center Staff |  | | | Supervisor of the Center |  | | Cashier Section  Payment Approval | | Invoice No.: |