

NATIONAL TAIWAN UNIVERSITY

Application to Rent Temporary Exhibition Venues on the Main Campus

Applicant		Date	_____ (mm/dd/yyyy)	
Exhibition Description				
Date and Location of Exhibition	From _____ to _____ (mm/dd/yyyy)	Xiao-Fu Square ()	Gongtong Lecture Building ()	
	From _____ to _____ (mm/dd/yyyy)	Xiao-Fu Square ()	Gongtong Lecture Building ()	
	From _____ to _____ (mm/dd/yyyy)	Xiao-Fu Square ()	Gongtong Lecture Building ()	
	From _____ to _____ (mm/dd/yyyy)	Xiao-Fu Square ()	Gongtong Lecture Building ()	
	From _____ to _____ (mm/dd/yyyy)	Xiao-Fu Square ()	Gongtong Lecture Building ()	
Venue Fee	Total: NT\$ _____			

When submitting an application to the University to rent a temporary exhibition venue, the applicant agrees to abide by the following rules:

- 1. No cash transactions are allowed.**
- Only static exhibitions may be held; exhibitors may not actively solicit passersby, distribute flyers, or put up promotional posters in classrooms.
- Bring your own tables and chairs.** Table size may not be larger than the size of the booth rented.
- Exhibitors are not allowed to play music publicly or plug into the University's power sockets without permission.**
- During the exhibition, the applicant promises to maintain the cleanliness of the venue and the surrounding areas; at the end of the day after the event has ended, the applicant will clean up all trash/waste generated by the booth and restore the venue to its original state.
- The applicant agrees to accept oversight and inspections by University personnel. The applicant understands that any violations of the rules are grounds to terminate the rental agreement at any time, and they may not request a refund.
- Applicants who violate the above rules more than 3 consecutive times will not be allowed to apply for a venue rental for a period of 1 year.
- In the event of a natural disaster or force majeure (such as when a typhoon strikes and the Taipei City Government calls off school and work), the applicant may cancel the venue rental or apply to reschedule; otherwise, the applicant will not be allowed to reschedule or request a refund.**

Please submit this form to the

Office of General Affairs, National Taiwan University

Applying Unit:

Name of Person in Charge:

Address:

Contact Person:

Contact Number:

Mobile Number:

Processing Approved

Clerk Not Approved, reason:

Section Head

Division Director

of General

Services Division

Vice President for

General Affairs

