

NATIONAL TAIWAN UNIVERSITY

Directives for the Management of Filming at Outdoor Venues on the Main Campus (Including the Shuiyuan Campus)

March 16, 2010 Passed by the 2,615th Administrative Meeting

Article 1 The National Taiwan University (NTU or “the University”) *Directives for the Management of Filming at Outdoor Venues on the Main Campus (Including the Shuiyuan Campus)* (“the Directives”) are formulated to effectively manage the filming of videos for commercial purposes (including videos or photos intended for advertisements or clothing catalogues) by individuals not affiliated with NTU and to preserve the landscape of the campus and maintain order at the University.

Article 2 Non-NTU units or companies who wish to film at the University shall obtain the approval of the University in accordance with its administrative procedures and pay the venue fees in accordance with the following standards. Each outdoor filming application shall be limited to a two-day period during either holidays or summer/winter vacations (except for commercial photo shoots for clothing catalogues and print advertisements).
Fee standards: Charged in four-hour blocks. A filming session shorter than 4 hours is counted as 4 hours.

Item	Time	Venue fee	Security deposit	Personnel administration fee
Clothing catalogue, print advertisement, or other commercial photography projects	1. Morning (8 a.m.–12 p.m.)	NT\$2,000	N/A	N/A
	2. Afternoon (1 p.m.–5 p.m.)	NT\$2,000		
	3. Daytime (8 a.m.–5 p.m.)	NT\$3,600		
Filming (TV series, movie, or commercial)	1. Morning (8 a.m.–12 p.m.)	NT\$50,000	NT\$30,000	NT\$1,500
	2. Afternoon (1 p.m.–5 p.m.)	NT\$50,000	NT\$30,000	NT\$1,500
	3. Daytime (8 a.m.–5 p.m.)	NT\$90,000	NT\$50,000	NT\$3,000
	4. Evening (6 p.m.–10 p.m.)	NT\$70,000	NT\$40,000	NT\$3,000
	5. Full day (8 a.m.–10 p.m.)	NT\$150,000	NT\$80,000	NT\$6,000

Article 3 Priority shall be given to applications for outdoor filming with educational, promotional, or research value, followed by those for pure commercial or advertising purposes. Filming projects may not disrupt public order or violate social norms.

Article 4 Applicants shall first submit an event/filming proposal for approval before they may use an outdoor venue for filming. Renting units may not disrupt the University’s educational/research activities, the tranquility of the campus environment, or other official operations during the rental period,

and they shall be responsible for ensuring the safety of the personnel involved and maintaining the cleanliness of the rented venue.

- Article 5 Renting units shall be held liable for any damages to the University's facilities resulting from their activities during the rental period. Renting units shall remove and dispose of any waste generated on campus during filming and are prohibited from leaving any waste behind; they shall also restore the rented venue to its original condition after use. In addition to forfeiting their security deposit, renting units shall be liable for any damages to the University's buildings or equipment resulting from their activities.
- Article 6 Renting units may not use a rented venue for any purpose other than that indicated on the approved application, or violate any provisions stipulated herein. Furthermore, they may not sublet/lend the rented venue to a third party or violate any applicable laws or NTU regulations. Violations, if found, shall be grounds for immediate termination of the rental and forfeiture of the venue fee and/or security deposit.
- Article 7 Persons who enter the University for filming without authorization shall be ordered to cease all activities and leave the campus immediately by Campus Security.
- Article 8 Venue applications shall be submitted to the General Service Division, Office of General Affairs one month in advance for review by the Secretariat, Office of General Affairs, and professors specializing in a relevant field. In principle, the University's teaching units, administrative units, and student clubs are given priority over others in using its venues. In the event that the University needs to use a rented venue for an emergency, it may notify the renting unit two weeks prior to the scheduled rental date to cancel the rental and return all fees paid without interest. The renting unit may not dispute this decision or seek indemnification.
- Article 9 Filming projects that promote public interest or are materially beneficial to the University may, depending on the nature of the project, have the aforementioned fees reduced or waived via a special signed approval.
- Article 10 Matters not addressed herein shall be subject to the relevant laws as well as NTU regulations.
- Article 11 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.