

NATIONAL TAIWAN UNIVERSITY

Directives Governing Rentals of Outdoor Venues at the Main Campus and the Shuiyuan Campus

August 17, 2010 Deliberated and passed by the 2,635th Administrative Meeting
February 07, 2012 Deliberated, amended, and passed by the 2,703rd Administrative Meeting
June 17, 2014 Deliberated, amended, and passed by the 2,816th Administrative Meeting
March 26, 2019 Deliberated, amended, and passed by the 3,035th Administrative Meeting

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Directives Governing Rentals of Outdoor Venues at the Main Campus and the Shuiyuan Campus* (“the Directives”) to effectively manage and utilize outdoor venues and green spaces at the University’s Main Campus and Shuiyuan Campus while maintaining an appropriate, tranquil campus environment.

Article 2 The General Service Division, Office of General Affairs shall be the managing unit for rentals of outdoor venues and green spaces at the University’s Main Campus and Shuiyuan Campus. Other units of the University who wish to rent venues at these campuses on behalf a non-NTU unit to organize a large-scale event with an estimated/actual audience of 1,000 people or more shall submit an event proposal and other relevant documents to the General Service Division, Office of General Affairs and other relevant unit(s) for review in accordance with the provisions stipulated herein. Venue management shall also be handled in accordance with these provisions.

Article 3 Descriptions of venues:

1. The scope of outdoor venues described herein shall include the following (See Appendix I—Specifications of Outdoor Venues for details):

1) Exhibition venues:

Stall spaces at Xiao-Fu Square, Lu-Ming Square, and the parking lot entrance next to Fan Palm Avenue.

2) Venues for large-scale events:

The Xiao-Fu Square, Lu-Ming Square, green space surrounding Drunken Moon Lake, Fan Palm Avenue, Banyan Avenue, and Zhoushan Road (section between Lu-Ming Square and 1st Graduate Dormitory).

Rentals of the aforementioned venues shall require signed approval via official document before use.

3) Other venues

Rentals of venues other than large-scale event and exhibition venues shall require signed approval via official document before use.

In principle, the plazas, squares, and atriums in front of/within each department (graduate institute) and college building are not available for rent. Use of such venues shall require the approval of

the department (graduate institute) or college in question.

2. The scope of green spaces described herein shall include the following:
 - 1) Lu-Ming Plaza;
 - 2) The area surrounding Drunken Moon Lake;
 - 3) The area around the new Main Library;
 - 4) The Fu Garden;
 - 5) The Black Forest;
 - 6) Other: Other green spaces that are not listed above and not maintained/managed by any building at the University.

The aforementioned green spaces are not available for rent or use while under maintenance. At other times, an application shall be submitted together with a signed official document to the Campus Planning Office for processing and the Office of General Affairs for approval before use.

Article 4 Application procedure:

1. Applications shall be handled in accordance with the Flowchart for Outdoor Venue Rentals at the Main Campus and Shuiyuan Campus (Appendices II and III).
2. NTU units (including student approved by the Office of Student Affairs and faculty/staff clubs) and non-NTU units who wish to rent an outdoor venue shall fill out a Venue Rental Application Form (Appendix IV) together with an event proposal and other relevant documents and submit them to the General Service Division, Office of General Affairs for approval by the stipulated timeline (exhibition venues: 2 weeks in advance; large-scale event venues and other venues: 1 month in advance).
3. The event proposal shall include the following information:
 - 1) Purpose of the event;
 - 2) Date and time of the event
 - 3) Areas to be used; and
 - 4) Event details.
4. In addition to information listed in the subparagraphs of the preceding paragraph, event proposals for those applying for a large-scale event venue or other venue shall include the following information:
 - 1) Target audience and number of participants;
 - 2) Time needed for venue decoration and restoration;
 - 3) A venue decoration diagram with a proportional scale drawn in accordance with the actual dimensions of the venue;
 - 4) Equipment to be used (such as speakers, amplifiers and generators) and vehicles required for venue decoration;
 - 5) For events that may affect traffic, a traffic management and traffic flow plan (including a diagram of traffic maintenance personnel and traffic direction signage);
 - 6) For events held in green spaces, an evaluation of the impact of the

event and venue decorations on the grass/greenery, as well as corresponding protective measures;

- 7) A venue cleanliness maintenance plan (including detailed garbage collection and disposal plan); and
 - 8) A backup plan for adverse weather.
5. In principle, venues are only available for rent during service hours, with the exception of the time required for venue decoration and restoration. NTU units and clubs may submit a special application for self-organized events, but they must seek the consent of the related units and buildings near the venue, as well as the approval of the Office of General Affairs prior to use.
 6. Those who organize events at the University without prior approval shall be immediately evicted by Campus Security.

Article 5 Fee standards:

1. Refer to Appendix V—Fee Standards for the fees for outdoor venue rentals at the University
2. Fees are waived for events held by NTU student clubs at an exhibition venue during normal business hours (8 a.m.–5 p.m., Monday through Friday). An Office of Student Affairs-approved event proposal shall be submitted together with the venue application (which shall be handled in accordance with the procedures stipulated in Article 4) to the Office of General Affairs for review and approval at least two weeks prior to the planned event.
3. Depending on the content and scale of the event, the managing unit may ask the renting unit to pay a security deposit, which will be refunded without interest upon confirmation that the venue, facilities and equipment as well as plants and foliage (if applicable) are in good condition at the conclusion of the event.
4. Renting units that wish to organize a large-scale event with an estimated/actual attendance of 1,000 or more shall pay an additional campus cleaning fee in accordance with the following standards:
 - 1) NT\$10,000 per day for events with an estimated/actual daily attendance of 1,000 to 3,999;
 - 2) NT\$20,000 per day for events with an estimated/actual daily attendance of 4,000 or more;
 - 3) If the actual attendance differs significantly from the estimate and thus results in insufficient payment, the renting unit shall make up the difference within three days of the event's conclusion.
5. The fee standards listed under Appendix V—Fee Standards and Paragraph 4 herein apply only to rentals by non-NTU units. The venue's rental and campus cleaning fees for an event organized by an NTU units or club may be waived as long as there are no sales activities at the event and no charge is imposed on the participating units/persons. The venue rental and campus cleaning fees for an event co-organized with a non-NTU unit (including those having non-NTU faculty/students on staff for sales or other work purposes), or where there are sales

activities, or for which a charge is imposed on participating units/persons, shall be assessed in accordance with the following principles:

- 1) Events organized by a student club: 80% off;
 - 2) Events organized by an NTU unit: 70% off;
 - 3) Events organized by an NTU faculty/staff club or co-organized by a student club and a non-NTU unit: 60% off;
 - 4) Events co-organized by an NTU unit and a non-NTU unit: 50% off;
 - 5) Events co-organized by an NTU faculty/staff club and a non-NTU unit: 40% off.
6. An event that promotes public interest or that is materially beneficial to the University may, based on the nature of the event, have the aforementioned fees waived via a special signed approval.
 7. Renting units shall pay the aforementioned fees in full at least one week prior to the scheduled date of use. A late payment shall be deemed a withdrawal of the rental application.
 8. Non-NTU units who wish to organize a large-scale event at any of the University's venues other than the outdoor venues described herein shall still submit the approval document to the General Service Division, Office of General Affairs and make the necessary payments three days prior to the event in accordance with the provisions of Paragraph 4 herein. If, through visual estimation, an event is determined by the Office of General Affairs to have an actual audience of 1,000 or more without prior review by the Office or a related unit as stipulated in Article 2 or without the necessary payments stipulated in Paragraph 4, the General Service Division of the Office may directly notify the NTU unit that authorized the venue rental to rectify the situation. If necessary, Campus Security may be asked to help manage traffic flow of participants in the large-scale event. Furthermore, the NTU unit that authorized the venue rental shall resubmit the proper documents and make up the payment shortfall within three business days.

Article 6 Rental restrictions:

A renting unit that commits any of the following violations during an event shall have their rental terminated immediately by the managing unit and be evicted by Campus Security; additionally, the renting unit shall be blacklisted and barred from applying for rentals of any outdoor venues or green spaces at the University for a period of one year: Serious offenses as listed below may be grounds for the permanent prohibition of applications for outdoor venue or green space rental at the University. The renting unit shall have the fees already paid forfeited and may not raise any objection on this matter.

1. Violations of the law or University regulations;
2. Violations of public order or good morals;
3. Engaging in potentially dangerous activities or severely damaging the University's venues, equipment, green spaces, or greenery;
4. Holding election campaigns;

5. Subletting rented venues or green spaces to a third party without authorization;
6. Holding an event that is inconsistent with the stated purpose in the application;
7. Holding an event or having disruptive or inappropriate venue decoration that severely impacts the order, traffic flow, or tranquility of the University and refusing to rectify the situation despite having been asked to do so;
8. A non-NTU unit applying under the guise of an NTU unit or club to secure a reduction of the required venue fees or to avoid paying them;
9. Intentionally damaging public properties or facilities;
10. Setting off fireworks, firecrackers, or other flammable objects; or carrying explosives or other dangerous items into the venue;
11. Committing other unlawful acts.

Article 7 Safety guidelines and other important notes:

1. Large-scale events that have an estimated audience of 1,000 or more per event and that last two hours or longer shall be handled in accordance with the Ministry of the Interior's *Safety Management Directives for Mass Gathering Events*.
2. Renting units shall be responsible for ensuring the safety of participants, order at the venue, and evacuation planning. They shall also maintain the cleanliness of the venue and dispose of any waste generated by the event's participants, and shall not leave any waste behind. All venues shall be immediately restored to their original condition after use.
3. The renting unit shall be held liable for any damages to the University's facilities, buildings, road surfaces, or greenery as a result of using the rented venue during the rental period and shall either restore any damaged items/areas or compensate NTU for all costs associated with restoration within the time frame stipulated by the University.
4. The University is responsible only for providing venues for rent and disclaims any legal liability related to the usage of such venues, which shall be borne by the renting unit alone. Furthermore, the renting unit shall indemnify the University for any loss, damages, or fines arising from a regulatory violation or dispute.
5. The renting unit shall purchase public liability insurance and other applicable insurance coverage based on the nature and scale of the event in question.
6. Renting units shall abide by the University's *Directives for the Control and Management of Noise Pollution* during the rental period and may not adversely impact research activities, campus tranquility, or other administrative operations at the University. Violators of the preceding provision who refuse to rectify the situation despite being asked to do so shall have their rental terminated and be evicted from the University.
7. Food items and products sold on campus shall comply with the *Act Governing Food Safety and Sanitation* and the *Consumer Protection Act*, with all legal liability resting on the selling party.

8. Open flames are, in principle, prohibited throughout the University. For events that require the use of an open flame, the renting unit shall include detailed explanations and the corresponding safety measures in the event proposal.
9. In principle, renting units who wish to use electricity shall generate their own, as they are prohibited from connecting to the University's mains without authorization. Where a generator is used, the power lines/cables may not obstruct the flow of traffic or affect the safety of pedestrians. For safety reasons, the use of extension cords in series is strictly prohibited.
10. Photos and videos taken during an event may not be used for commercial purposes unless an application, together with the necessary fees, is submitted in accordance with the University's *Directives for the Management of Filming at Outdoor Venues on the Main Campus* (Including the Shuiyuan Campus).
11. A renting unit that wishes to bring a vehicle weighing 3.5 metric tons or more into the campus shall be required to apply for a heavy vehicle entry permit one week prior to the scheduled event.
12. Venue decorations shall be installed on the roadside and properly secured so as not to affect the flow of traffic. The remaining road width shall be at least four meters wide to allow passage of emergency service vehicles. A safety distance of two meters from street corners shall be maintained at all times; do not install any decorations on or immediately next to a corner. For venues with limited visibility or for decorations that will be left overnight, warning lights must be installed.
13. Renters of green spaces may not place heavy objects on the grass and shall strictly control the number of people present. If it rains on the day of the event or during the three-day period leading up to the event, the grass may not be able to endure heavy loads and trampling. In such circumstances, the renting unit shall be prohibited from entering and shall adjust the event in accordance with their backup plan for adverse weather.
14. Renting units shall follow the regulations and guidance of the managing unit with regard to traffic flow, maintenance and management, cleaning, and noise control. The managing unit may ask renting units to address or review violations, which shall serve as a basis for the approval/rejection of future rental applications. Serious violations may be grounds for a permanent prohibition against future outdoor venue rental applications and the forfeiture of fees already paid.

Article 8 Refund policies:

1. In principle, teaching units, administrative units, and NTU clubs shall have priority in accessing University venues. In the event that the University needs to use a rented venue for an emergency, it may notify the renting unit, cancel the rental, and return all fees paid without interest. The renting unit may not dispute this decision nor seek indemnification.

The aforementioned notification shall be delivered two weeks prior to the event date if at all possible.

2. To cancel a rental, the renting unit must complete the cancellation procedure with the General Service Division, Office of General Affairs one week prior to the scheduled event date. If the rented venue includes a green space which is rendered unusable by adverse weather or a force majeure event, the cancellation procedure shall be completed at least one business day prior to the scheduled event date. Late cancellation will result in the forfeiture of fees already paid.
3. If a force majeure event or a cause unattributable to the University renders the venue unfit for setting up stalls or organizing the event, the University shall issue a full or partial refund without interest to the renting unit, which may not dispute the decision nor seek indemnification.

Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

Specifications of Outdoor Venues at the Main Campus and Shuiyuan Campus

1. Exhibition venues

Venue	Specifications
Xiao-Fu Square	1. Five stall spaces 2. 15A AC sockets provided. (duplex power outlets x 1) (available for use by one stall only)
Lu-Ming Square	1. Three stall spaces 2. 15A AC sockets provided. (duplex power outlets x 2) (available for use by one stall only)
Stall spaces near the Parking lot entrance on Fan Palm Ave.	1. One stall space 2. No AC outlets

Notes: 1. All exhibition venues are open-air venues. Renting units must bring their own tents, tables, and chairs (student clubs may borrow these items from the Student Activity Division).

2. For events that require the use of electricity, renting units shall either prepare their own power supply or apply for a stall space with power outlets. Furthermore, they may only use an extension cord provided by the University (available at the General Service Division; limit one extension cord per stall) and may not connect multiple extension cords, use their own extension cords, or connect to the University's mains without authorization.
3. The renting unit shall be liable for any damages arising from the inappropriate use of electrical power.
4. Open flames are, in principle, prohibited throughout the University. For events that require the use of an open flame, the renting unit shall include detailed explanations and the corresponding safety measures in the event proposal.

2. Venues for large-scale events

Type	Venue	Specifications	Notes
Plaza/Square	Xiao-Fu Square	1. Capacity: ~50 people 2. Suitable for small-scale performances and promotional campaigns	Venue decorations, equipment, and crowds shall not obstruct the entrance to the Xiao-Fu complex.
Green space	Grassy area surrounding Drunken Moon Lake	1. Capacity: ~300 people 2. Suitable for concerts and performances	1. The event proposal shall include an evaluation of the impact of the event and venue decorations on the grass, as well as the corresponding protective measures. 2. The renting unit may not place heavy objects on the grass and shall strictly control the number of people present. If it rains on the day of the event or during the three-day period leading up to the event, the grass may not be able to endure heavy loads and trampling. In such circumstances, the renting unit shall be prohibited from entering and shall make adjustments to the event organization in accordance with their backup plan for adverse weather.
	Lu-Ming Square	1. Capacity: ~100 people 2. Suitable for concerts and performances	
Roadside	Banyan	1. Capacity: 200–250	1. The event proposal shall include a

	Avenue	<ul style="list-style-type: none"> people 2. Suitable for large fairs and joint exhibitions 	<ul style="list-style-type: none"> traffic management and traffic flow plan (including a diagram of traffic maintenance personnel and traffic direction signage). 2. Venue decorations shall be installed on the roadside and properly secured so as not to affect the flow of traffic (stalls shall be set up to be accessible on one side). The remaining road width shall be at least four meters wide to allow passage of emergency service vehicles. A safety distance of two meters from street corners shall be maintained at all times; do not install any decorations on or immediately next to a corner.
	Fan Palm Avenue	<ul style="list-style-type: none"> 1. Capacity: 200–250 people 2. Suitable for large fairs and joint exhibitions 	
	Zhoushan Road (section between Lu-Ming Square and 1st Graduate Dormitory)	<ul style="list-style-type: none"> 1. Capacity: 200–250 people 2. Suitable for large fairs and joint exhibitions 	

Notes: 1. Electricity is not available at large-scale event venues. Please adhere to the following safety guidelines if generators are used:

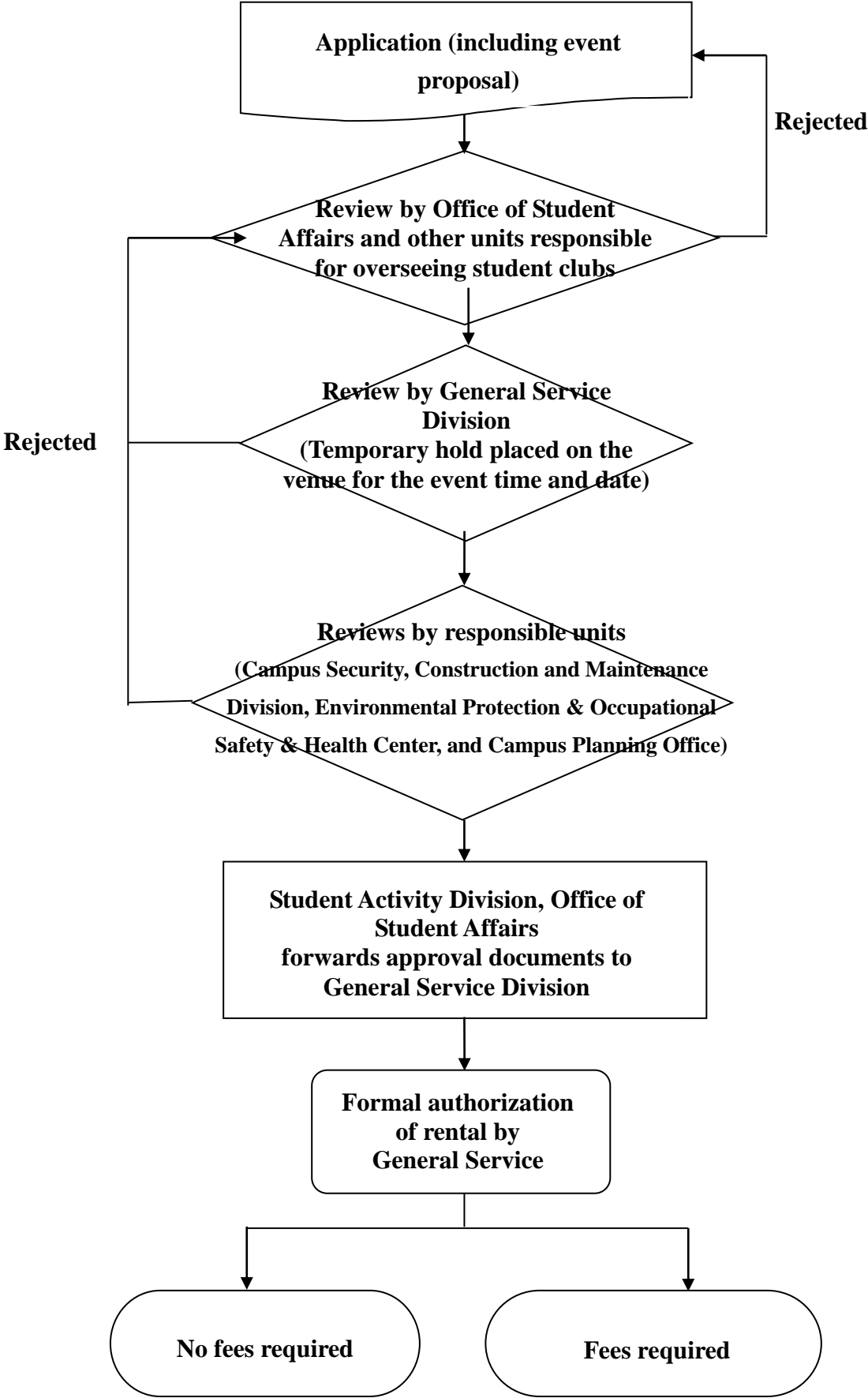
- 1) Generators must be operated by certified personnel, and power cables shall be installed appropriately. Protective equipment shall be installed where necessary to ensure safety.
- 2) Please pay attention to the combined wattage of the electrical appliances and equipment used and prepare an adequate supply of power, as long as it is within safety limits.
2. Please comply with the University's *Directives for the Control and Management of Noise Pollution* and maintain a reasonable volume.
3. For venues with limited visibility or for decorations that will be left overnight, warning lights must be installed.

3. Other outdoor venues

The rental of a venue not listed above shall require approval via a signed official document before use.

In principle, the plazas, squares, and atriums in front of/within each department (graduate institute) and college building are not available for rent. The use of such venues shall require the approval of the department (graduate institute) or college in question.

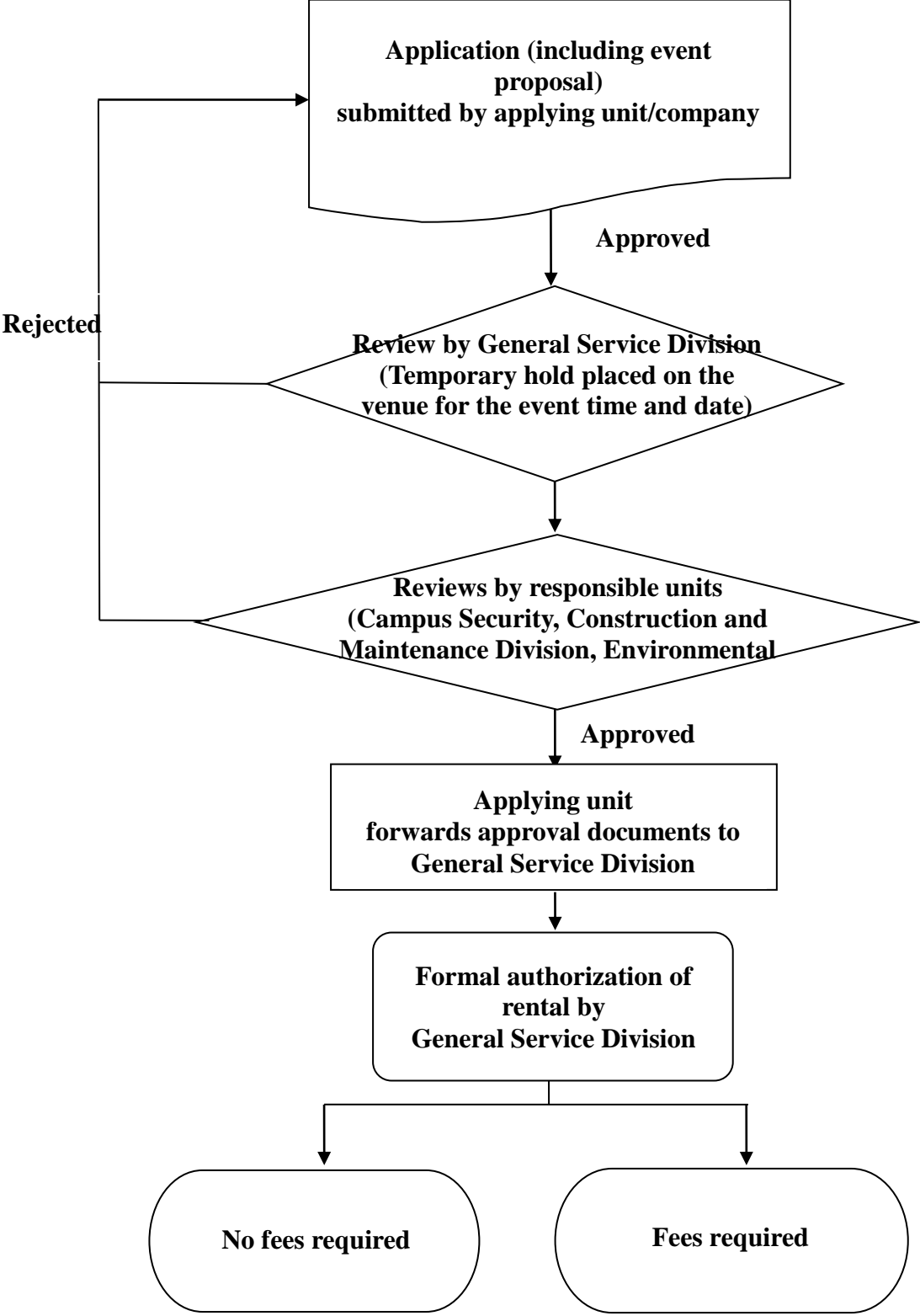
**Flowchart for Outdoor Venue Rentals at the Main Campus and Shuiyuan Campus
(for NTU student club activities)**



NATIONAL TAIWAN UNIVERSITY

Flowchart for Outdoor Venue Rentals at the Main Campus and Shuiyuan Campus

(for non-NTU units and events other than NTU student club activities)



NATIONAL TAIWAN UNIVERSITY

Application Form for Renting Outdoor Venues at the Main Campus and Shuiyuan Campus

Application date: _____ (yyyy/mm/dd/)

Applying unit		Contact person		Contact no.		
Event title						
Event date			Venue(s)			
Nature of event (Check all boxes that apply)	<p>1. Will merchandise be sold at the event? Will participating units/personnel be paying to attend? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>2. Event organizer:</p> <p><input type="checkbox"/> An NTU unit (<input type="checkbox"/> student club <input type="checkbox"/> faculty/staff club <input type="checkbox"/> non-club unit)</p> <p><input type="checkbox"/> Jointly organized by an NTU unit and a non-NTU unit (The NTU unit is a <input type="checkbox"/> student club <input type="checkbox"/> faculty/staff club <input type="checkbox"/> non-club unit)</p> <p><input type="checkbox"/> A non-NTU unit</p> <p>3. Estimated size of audience</p> <p><input type="checkbox"/> < 1,000 <input type="checkbox"/> 1,000–3,999 <input type="checkbox"/> ≥ 4,000</p>					
Application checklist (Applicant: Check all that apply)	Application for exhibition venue(s)		Application for large-scale event or other venue(s)			
	<input type="checkbox"/> Application submitted to the General Service Division two weeks prior to the planned event <small>(An event proposal is required. For student club activities, an approval document from the Student Activity Division is also required).</small> <input type="checkbox"/> Use of electrical power and extension cord(s)		<input type="checkbox"/> Submitted to the General Service Division one month prior to the planned event <input type="checkbox"/> Target audience and audience size <input type="checkbox"/> Venue decoration and restoration schedule <input type="checkbox"/> Venue decoration diagram and event personnel division-of-labor sheet <input type="checkbox"/> Traffic management and traffic flow plan (including a diagram of traffic maintenance personnel and traffic direction signage) <input type="checkbox"/> Venue decoration vehicles (<input type="checkbox"/> No. of heavy vehicles over 3.5 metric tons: _____) <input type="checkbox"/> Use of amplifiers (noise control measures required) <input type="checkbox"/> Use of generators <input type="checkbox"/> Use of green spaces (venue impact assessment and protective measures required) <input type="checkbox"/> Cleaning and maintenance plan (including details of garbage collection and disposal) <input type="checkbox"/> Backup plan for adverse weather			
Review by venue's managing unit						
Review on the timeliness and contents of the documents	<input type="checkbox"/> Application deadline <input type="checkbox"/> Event proposal Large-scale event venue(s) or other venue(s): <div style="text-align: right;">Yes No Not required</div> <p>1. Target audience and audience size <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>2. Venue decoration and restoration schedule <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Venue decoration diagram <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>4. Traffic management/traffic flow plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>5. Venue decoration vehicle(s) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>6. Use of amplifiers <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>7. Use of generators <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>8. Green space impact assessment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>9. Cleaning and maintenance plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>10. Backup plan for adverse weather <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>			Review opinion:		
				Fee calculation:		
Remarks						

Notes	<ol style="list-style-type: none">1. The applicant hereby agrees to rent the specified venue(s) in accordance with the NTU <i>Directives Governing Rentals of Outdoor Venues</i>.2. To cancel a rental, the renting unit must complete the cancellation process with the General Service Division, Office of General Affairs one week prior to the scheduled event date. If the rented venue includes a green space which is rendered unusable by adverse weather or a force majeure event, the cancellation process shall be completed at least one business day before the scheduled event date. Late cancellation will result in the forfeiture of fees already paid.3. In principle, the plazas, squares, and atriums in front of/within each department (graduate institute) and college building are not available for rent. Use of such venues shall require the approval of the department (graduate institute) or college in question.
-------	---

NATIONAL TAIWAN UNIVERSITY
Contract for Outdoor Venue Rentals at the Main Campus and
Shuiyuan Campus

- Rental contract (for non-NTU units)** **Letter of compliance with cleaning requirements (for NTU units)**

National Taiwan University (“Party A”) hereby approves the rental application from _____ (“Party B”) and grants Party B the right to use the specified outdoor venue(s) for organizing the specified event. This contract is hereby formulated to safeguard the rights and interests of both parties hereto.

1. Party A’s obligation: Provide the specified on-campus venue(s) for Party B to organize an event.

Rental period: From _____-____-____ ____:_____

to _____-____-____ ____:_____ (Format: yyyy-mm-dd hh:mm)

Rented venue(s): _____

2. Party B’s obligations:

- 1) Party B shall comply with the provisions set forth in Party A’s *Directives Governing Rentals of Outdoor Venues at the Main Campus and the Shuiyuan Campus*
- 2) Party B shall be responsible for maintaining the order, cleanliness, and security of the campus and restoring the rented venue(s) to their original condition. The costs associated with such maintenance and restoration shall be borne by Party B.
- 3) Party A disclaims any legal liability for regulatory violations or disputes attributable to Party B, who shall indemnify Party A for any resulting damages or fines.
- 4) Party B shall bear sole legal liability for ensuring that food items and products sold on campus comply with the *Act Governing Food Safety and Sanitation* and related legislation as well as the *Consumer Protection Act*.
- 5) In principle, Party B shall, if required, generate its own electricity and is prohibited from connecting to the University’s mains without authorization. Where a generator is used, the power lines/cables may not obstruct the flow of traffic or affect the safety of pedestrians. For safety reasons, the use of extension cords in series is strictly prohibited.
- 6) Party B may not disrupt or interfere with Party A’s educational and research activities.
- 7) The level of noise at the event shall comply with the Party A’s *Directives for the Control and Management of Noise Pollution* and other applicable regulations.

3. Handling of disputes:

Both parties hereto agree to resolve any disputes arising during the rental period in good faith; otherwise, the interpretation of Party A’s Office of General Affairs shall prevail.

Party A: Office of General Affairs, National Taiwan University

Party B:
Representative

Fee Standards for Outdoor Venue Rentals at the Main Campus and Shuiyuan Campus

1. Exhibition venues

Available locations	Available hours	Fees	Venue boundaries	Notes
Stall spaces at Xiao-Fu Square (Five stalls in total)	Monday–Sunday 8 a.m.–5 p.m.	NT\$5,000/day	Dimensions (per stall) 3 m x 3 m	1. Each unit may rent a stall for up to seven days per application. If no other units wish to use the stall afterwards, the same unit may apply to extend the rental for another period (up to seven days). 2. Renters are required to pay all fees due one week prior to the date of the scheduled event.
Lu-Ming Square (Three stalls in total)				
Parking lot entrance next to Fan Palm Avenue				

2. Venues for large-scale events

Available locations	Available hours	Fees	Venue boundaries	Notes
Grassy area surrounding Drunken Moon Lake	Saturday–Sunday 8 a.m.–5 p.m.	NT\$50,000/day	Please refer to the NTU map.	1. A special approval is required as per Article 3 of the Directives. 2. Renters are required to pay all fees due one week prior to the date of the scheduled event.
	Saturday–Sunday 5 p.m.–10 p.m.	NT\$40,000/day		
Lu-Ming Square / Xiao-Fu Square	Saturday–Sunday 8 a.m.–5 p.m.	NT\$30,000/day		
	Saturday–Sunday 5 p.m.–10 p.m.	NT\$20,000/day		
Banyan Ave. / Fan Palm Ave. Zhoushan Road (section between Lu-Ming Square and 1st Graduate Dormitory)	Saturday–Sunday 8 a.m.–5 p.m.	NT\$60,000/day		
	Saturday–Sunday 5 p.m.–10 p.m.	NT\$40,000/day		

Notes:

- Rental fees for other venues shall be assessed by the General Service Division, Office of General Affairs based on the nature of the event, event location, and scope of the venue, with reference to the standards herein.
- In principle, venues are only available for rent during service hours, with the exception of the time required for venue decoration and restoration. NTU units and clubs may submit a special application for self-organized events, but they must seek the consent of related units and buildings near the venue, as well as the approval of the Office of General Affairs prior to use.

3. These fee standards apply only to rentals by non-NTU units. Venue rental fees and campus cleaning fees for events organized by NTU units and clubs may be waived as long as there are no sales activities at the event and no charge is imposed on the participating units/persons. The venue rental and campus cleaning fees for events that are co-organized with a non-NTU unit, or where there are sales activities, or a charge is imposed on the participating units/personnel, shall be assessed in accordance with the following principles: 80% off for events organized by a student club; 70% off for events organized by an NTU unit; 60% off for events organized by a faculty/staff club or co-organized by a student club and non-NTU unit; 50% off for events co-organized by an NTU unit and a non-NTU unit; 40% off for events co-organized by a faculty/staff club and a non-NTU unit.
4. For paid venue rentals, a 50% daily discount shall apply for venue decoration and restoration that takes place outside of the main event dates. A 75% daily discount shall apply for venue decoration that takes place after 7 p.m. or venue restoration that is completed by 8 a.m.
5. For an event co-organized by an NTU unit/club and a non-NTU unit, in the event that the managing unit discovers that sales activities are present or that participating units or persons are charged a fee to attend the event, and that the renting unit has failed to indicate their intentions to sell merchandise or charge admission fees in the venue application, then the renting unit shall be required to pay the difference in venue fees. Furthermore, such conduct shall be included as a criterion for the approval/rejection of future rental applications by the offending renting unit.
6. NTU units and clubs may not put up posters that contain the logos of or advertising for private companies at an event, nor may they allow non-NTU personnel to make profits from the event. Violators shall be charged a venue usage fee for an event co-organized by a non-NTU unit.
7. For non-NTU units, the receipt will be issued in the form of a uniform invoice with an additional 5% sales tax included.