

# National Taiwan Normal University Implementation Guidelines for the Management of Faculty and Staff Sporting Clubs

Approved during the 98th University Fund Management Committee (11/7/2017)  
Approved during the 115th University Fund Management Committee (8/18/2020)

- I. **Purpose:** These implementation Guidelines were established by referencing the University's "Sports Affairs Council By-laws," Article 5 of the University's Management Regulations for the Self-funded Income and Expenditure of University Funds to promote a sporting atmosphere, and encourage the University's faculty and staff to establish excellent exercising habits.
- II. **Opening Principle:** The University's table tennis courts, badminton courts, basketball courts, and tennis courts, are available regularly for usage by the University's faculty/staff and students, and paid usage by non-university personnel sporting clubs except when they are used for the instruction of physical education, training of varsity teams, and events approved by the University.
- III. **Opening Hours**
  - (I) Table Tennis Room at the Main Campus Gymnasium (B1): Monday and Thursday 16:00 to 19:00, open to University faculty/staff and non-university personnel with membership passes.
  - (II) Badminton Courts at the Main Campus Gymnasium(4F)
    1. During Semesters: Wednesday from 19:00 to 22:00, open to University faculty/staff and non-university personnel with membership passes.
    2. Winter and Summer Vacations: Wednesday from 18:00 to 21:00, open to the University faculty/staff and non-university personnel with membership passes.
  - (III) Basketball Courts at the Main Campus Gymnasium(4F)
    1. During Semesters: Wednesday from 19:00 to 22:00, open to the University faculty/staff and non-university personnel with membership passes.
    2. Winter and Summer Vacations: Wednesday from 18:00 to 21:00, open to the University faculty/staff and non-university personnel with membership passes.
  - (IV) Tennis Courts at the Main Campus
    1. Mondays and Wednesdays from 18:00 to 21:30, open to the University faculty/staff and non-university personnel with membership passes.
    2. Saturday and Sunday 12:00–18:00, register to use (must call to make an appointment during working hours before use, and the facility will be temporarily closed if there is an event).
  - (V) Tennis Courts at the Gongguan Campus  
Wednesday from 18:00 to 21:00, open to the University faculty/staff and non-university personnel with membership passes.
- IV. **Pass Application**
  - (I) Bring the required documents and a recent 2-inch bust and hatless photo.
  - (II) The fee is paid on-site, and the Pass can only be used after payment has been completed.
  - (III) Time, Location, and Contact Number for the Application:
    1. Time: 08:00 to 12:00; 14:00 to 17:00.
    2. Location and Contact Number: Main Campus Athletic Department: (02)7749-3177, Fax Number: 2363-7420.  
Gongguan Campus Athletics Division: (02) 7749-6853, Fax Number: 2931-2951.

V. Fees (NT\$)

(I) Main Campus Table Tennis, Badminton, and Basketball Courts

Status of the Applicant	Identification Document	Fee		Quota	Remarks
		Campus	Annual Fee		
Faculty and staff currently employed by the University (including part-time positions)	The teacher service certificate or other sufficient certification documents issued by the Human Resources Office.		NT\$ 600		
Alumni, retired faculty of the University, spouses and direct family members of current (and retired) University faculty and staff	1. Documents that sufficiently prove the identity of the alumni.		NT\$ 2,000		
	2. The teacher service certificate or other sufficient documents issued by the Personnel Department.				
	3. Retirement documents issued by the University.				
	4. Spouses and direct family members: verify using a photocopy of the household certificate or ID card.				
Non-university personnel approved by the University	Applicant's ID card.		NT\$ 3,000	The quota for this item cannot exceed 100 people.	

(II) Tennis Courts of the Main Campus and Gongguan Campus

Status of the Applicant	Identification Document	Fee		Remarks
		Campus	Annual Fee	
Faculty and staff currently employed by the University (including part-time positions)	The teacher service certificate or other sufficient certification documents issued by the Human Resources Office.	Main Campus Gongguan	NT\$ 600	
Alumni, retired faculty of the University, spouses and direct family members of current (and retired) University faculty and staff	I. Documents that sufficiently prove the identity of the alumni. II. The teacher service certificate or other sufficient documents issued by the Personnel Department. III. Retirement documents issued by the University. IV. Spouses and direct family members: verify using a photocopy of the household certificate or ID card.	Main Campus	NT\$ 2,000	
		Gongguan		
Non-university personnel approved by the University	Applicant ID card.	Main Campus Gongguan	NT\$ 3,000	
Those who have made significant contributions to the development of the University or who have donated a certain amount towards the University development fund and meet the relevant preferential measures	Signed and approved by the University President.			This item is for free

VI. Terms of Use

- (I) Individuals must bring their cards for inspection to use the facilities, and must obey the Implementation Guidelines for the Opening and Management of Sporting Facilities. The University reserves the right to cancel the current and future usage qualifications of individuals who violate facility regulations or do not comply with the guidance or

warning from the management personnel, and users will not be refunded as their qualifications for future rental applications will be suspended.

- (II) The Pass cannot be used when it has expired, or edited without authorization, or transferred to others for use. If a violation has occurred, the Pass will be confiscated and applications cannot be made within one year. Those who have damaged or lost the Pass can apply for a replacement, but they need to pay a fee of NT\$ 100.
  - (III) The tennis courts of the Main Campus and the Gongguan Campus will be opened moderately during the winter and summer vacations.
  - (IV) Anyone with irregular clothing (ex. shirtless, wearing a vest or not wearing any tennis shoes) is not allowed to enter the facility. In case of rain, the outdoor facilities will be temporarily closed due to prevent slippage and maintain safety. Violators will be responsible for their own safety.
- VII. These Implementation Guidelines will be implemented after they have been passed during the University's Sports Affairs Council meeting, and submitted to the University's Fund Management Committee for deliberation. The same process must be carried out for amendments to these Guidelines.