

National Taiwan Normal University Implementation Guidelines for the Opening and Management of the Natatorium

Approved by the Sports Affairs Council (December 8, 2016)
 Approved by the 98th University Fund Management Committee (November 7, 2017)
 Approved by the 104th University Fund Management Committee (November 8, 2018)
 Approved by the 115th University Fund Management Committee (August 18, 2020)
 Approved by the 125th University Fund Management Committee (June 13, 2022)
 Approved by the 132nd University Fund Management Committee (July 28, 2023)
 Approved by the 140th University Fund Management Committee (December 11, 2024)
 Approved by the 145th University Fund Management Committee (September 26, 2025)

I. These Implementation Guidelines for the Opening and Management of Sporting Facilities 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. These Guidelines were established to enhance the management and usage of the sporting facilities, provide a comprehensive sporting and recreational environment, promote physical and mental health of the University’s teachers and students, and encourage people to do sports with the community to revitalize the functionality of sporting facilities.

II. Opening Principles: The planned areas may be made available to the public without affecting the instruction of physical education, training of varsity teams, and University events.

III. Opening Hours

(I) Main Campus

(1) Opening Hours during Semesters

Time Periods	Monday to Friday	Saturday	Sunday
Opening Hours	06:00~09:00	06:00–22:00 (closed)	06:00–17:00 (closed)
	12:00~14:00		
	18:00~22:00 (closed)		

(2) Opening hours during winter and summer vacations (according to the opening dates announced annually)

Time Periods	Monday to Saturday	Sunday
Opening Hours	06:00–22:00 (closed)	6:00–17:00 (closed)

(3) Hours of Free Admission for Faculty, Staff, and Students during Semesters and Winter Vacation(temporary changes will be implemented according to announcements by the Athletic Department)

Time Periods / Identity	Students	Faculty and Staff	Retired Faculty and Staff
Afternoon Swims (12:00–14:00)	Monday to Friday		

(4) The Natatorium is closed on national holidays, election and referendum days, as well as make-up holidays and adjusted holidays announced by the Directorate-General of Personnel Administration, Executive Yuan.

(5) The Natatorium is closed on the last Monday of each month; the second week following the end of the second semester of each academic year is designated as a maintenance closure week (the last Monday of that month shall not be treated as a closure day)

(II) Linkou Campus

The opening hours shall be subject to the announcements on the University's official website.

IV. Registration Procedures

(I) Main Campus

1. Individuals entering the Natatorium shall comply with the regulations governing its use and shall be responsible for their own safety. In addition, individuals under 130 cm in height must be accompanied by a capable caregiver (who is also required to purchase a ticket) in order to enter the pool.
2. Documents required for preferential tickets:
 - (1) Students: Student ID card.
 - (2) Faculty and Staff: ID card or service certificate issued by NTNU.
 - (3) Research assistant and post-doctoral research fellow: service ID card.
 - (4) Spouse and immediate relative of NTNU staff and faculty.
 - (5) Alumni: Photocopy of diploma or alumni card.
 - (6) Retired faculty and staff: retired ID card or the document which can prove the retired identity.
 - (7) Faculty, staff, and students of the NTU Triangle Alliance (NTU, NTNU, and NTUST): service ID cards or student ID cards issued by their respective institutions.
3. Applicants shall log in to the University Athletic Department's Registration and Payment System (<https://cash.phr.ntnu.edu.tw/>) using an approved account. After completing online registration and payment, applicants must present their Easy Card, payment receipt, and related documents to the Natatorium counter for the application.
4. Time and place of application:
 - (1) Time: The pass can be obtained during the opening hours of the Natatorium.
 - (2) Location: No. 162, Section 1, Heping East Road, Da'an District, Taipei City. National Taiwan Normal University Natatorium.
 - (3) Contact Number: (02)7749-3262 or (02)7749-3263
5. Please keep the Pass properly. If it is lost and reissued, or it is damaged and replaced, a handling fee of NT\$ 200 will be charged.

(II) Linkou Campus

1. The online registration (<http://www.phr.ntnu.edu.tw/main.php>) is at the National Taiwan Normal University Athletic Department website. Click on the Natatorium and then click on the Linkou Campus Swimming Pool to enter the payment system to complete the registration and payment. If you have any questions, please contact: (02)7749-8466 or (02)7749-8458

V. Fees

(I) Main Campus

1. Facility Rental Method:
 - (1) Rental of the entire facility: if there is a need for non-university public or private organizations to rent the facility, and upon approval by the University's supervisory unit, the facility fee shall be NT\$20,000 per half day for the standard pool and NT\$5,000 per half day for the training pool. In addition, utility and cleaning fees of NT\$6,000 per half day shall be charged. Personnel fees shall be charged at NT\$100 per person per use, while overtime pay for staff members and lifeguard fees shall be calculated separately.

- (2) Renting swimming pool lanes: If schools, government agencies, or organizations apply to rent dedicated swimming pool lanes, and the application is approved by the University, the rental fee shall be NT\$2,500 per lane per hour, with a maximum of 15 users per lane.

Rental applications for the following purposes are eligible for preferential rates:

- a. Swimming competitions, activity training, or physical fitness tests organized by government agencies or public/private schools (participants are limited to employees and students of the respective agencies or schools).
- b. Other special cases approved on a project basis.

Preferential lane rental shall be limited to a one-time application, and full payment must be completed prior to use. Fees paid for preferential hour packages are non-refundable. For each purchase, a 10% discount shall be applied when the total rental time reaches 10 hours, and a 20% discount shall be applied when the total rental time reaches 20 hours or more.

- (3) Individual Renting: if schools, government agencies, or organizations are approved by the University to rent the swimming pool, each individual shall be charged NT\$120 per entry. If the individual renter is a member of a swimming team, no dedicated swimming pool lanes shall be provided, and coaches are prohibited from conducting training or instructional activities.

2. If the usage exceeds the original rental time, the fees will be increased according to the ratio of the rental time. If the rental time is less than one hour, the fee will count as one hour.

3. List of Fees for Individual Swimmers

Item	Status of Applicant	Expiration Date	Fee	Remarks
Individual Swimmer Member	Students of the University (including graduate students)	Single Entry 10-entry Ticket Booklet 30-entry Ticket Booklet	NT\$50 NT\$400 NT\$1,050	1. Individuals purchasing or using preferential tickets must present valid identification documents upon entry. 2. Multi-entry ticket booklets are not limited to use by the purchaser. The preferential validity period shall be 90 days from the date of purchase. After expiration, users may enter the facility by paying the price difference based on their status at the time of entry. Non-eligible users of preferential tickets must pay the price difference prior to entry. 3. Applications for refunds of multi-entry ticket booklets shall be processed as follows: the refundable amount shall be calculated as the total amount paid minus the single-entry fee applicable to the purchaser's status multiplied by the number of entries already used. (Applicants must complete a refund application form and a discount adjustment form.) 4. Faculty, staff, and students currently employed or enrolled in institutions of the NTU Triangle Alliance shall be entitled to the same preferential rates as those of the University. 5. Discounts for Persons with Disabilities: Holders of a disability certificate and one accompanying person (entering and exiting together) may use the facility free of charge at
	Faculty and Staff of the University (including research assistant, adjunct lecturer, language center lecturer, post-doctoral research fellow, retired faculty/staff, volunteer)	Single Entry 10-entry Ticket Booklet 30-entry Ticket Booklet	NT\$80 NT\$650 NT\$1,650	
	Spouses and direct family members of the University's faculty/staff, continuing education students of the University, and alumni of the University	Single Entry 10-entry Ticket Booklet 30-entry Ticket Booklet	NT\$100 NT\$800 NT\$2,100	

	Non-university Personnel	<p style="text-align: center;">Single Entry</p> <p>10-entry Ticket Booklet</p> <p>30-entry Ticket Booklet</p>	<p style="text-align: center;">NT\$150</p> <p style="text-align: center;">NT\$1,200</p> <p style="text-align: center;">NT\$3,150</p>	<p>all times for single-entry use. The reverse side of the certificate must indicate “Preferential Measures for Necessary Accompanying Persons” in order for the accompanying person to be eligible for free admission. (See Appendix 1 for an example.)</p> <p>6. Discounts for Children:</p> <p>(1) Children under 6 years of age may enter free of charge but must be accompanied by a ticket-purchasing parent, legal guardian, or caregiver, who shall be responsible for the child’s safety; the accompanying adult is entitled to a 50% discount. Each accompanying person may supervise one child only, except for parents or legal guardians.</p> <p>(2) Children aged 6 to under 12 may receive a 50% discount for single-entry use at all times upon presentation of valid identification. Children under 130 cm in height or requiring special care must be accompanied by a ticket-purchasing parent, legal guardian, or caregiver, who shall be responsible for safety; each accompanying person may supervise one child only, except for parents or legal guardians.</p> <p>7. Discounts for the Elderly:</p> <p>Individuals aged 65 and above may enjoy a 50% discount for single-entry use during the Natatorium’s public welfare time periods (weekdays 09:00–11:00 and 14:00–16:00) upon presentation of valid identification. Weekdays are defined as periods excluding weekends, national holidays, and the University’s winter and summer vacations.</p> <p>8. Admission and use of the facility are subject to the Natatorium’s opening hours and on-site lane scheduling. During certain time periods, only the standard pool may be open. Please refer to on-site announcements.</p> <p>9. Faculty, staff, and enrolled students of the University purchasing a single-entry ticket before 08:00 a.m. are entitled to a 50% discount.</p> <p>10. Discounts listed above may not be combined.</p>
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(II) Linkou Campus

1. As long as it does not affect the opening and teaching hours, non-university units renting the swimming pool will be charged a facility fee of NT\$ 2,000/hour (overtime pay for staff members and lifeguard fees are calculated separately).
2. The rental fee for each swimming lane shall be NT\$1,000 per hour, with a maximum of 15 users per lane (overtime pay for staff members and lifeguard fees are calculated separately).
3. If the usage exceeds the original rental time, the fees will be increased according to the ratio of the rental time. If the rental time is less than one hour, the fee will count as one hour.
4. List of Fees for Individual Swimmers
 - (1) NT\$150 per entry: non-university personnel.
 - (2) NT\$70 per entry: spouses and direct family members of the University’s on-duty faculty and staff, alumni of the university, volunteers, individuals aged 65 and above, and children aged 6 to under 12.
 - (3) NT\$50 per entry: students of the University.

- (4) Free of charge: persons with disabilities (with valid certification), and children under 6 years of age. Children under 6 must be accompanied by a caregiver, who shall be responsible for safety. Accompanying persons not entering the water shall be charged NT\$70 per entry, and accompanying persons entering the water shall be charged NT\$150 per entry.

VI. Terms of Use and Precautions

1. Swimmers shall present valid multi-entry tickets and identification documents corresponding to the ticket holder's status upon entry. Those who fail to comply shall not be permitted to enter the facility.
2. Anyone who is physically unwell, suffers from statutory infectious diseases, or has conditions unsuitable for physical exercise, including but not limited to heart disease or hypertension, as well as those under the influence of alcohol, shall not apply for swimming passes or participate in swimming courses, in order to maintain public safety.
3. Swimmers must take a shower and footbath before entering the pool and shall wear proper swimming attire and a swimming cap to maintain water quality. The wearing of beach shorts or transparent swimwear is strictly prohibited. Except for swimming goggles, the wearing of nearsighted, farsighted, or astigmatic eyeglasses, as well as glass-made goggles or eyewear, is strictly prohibited in the pool.
4. Children under 6 years of age, children under 130 cm in height, or children requiring special care must be accompanied by a parent, legal guardian, or an actual caregiver aged 18 or above when using the swimming pool. Such children are prohibited from entering the steam room, sauna, and spa pools, including those under 130 cm in height.
5. Diving is strictly prohibited except during swimming instruction, varsity team training, or when approved upon application.
6. For public safety reasons, swimmers are prohibited from bringing clothing, kickboards, fins, diving masks, life buoys, swim rings, balls, water toys, or any other unauthorized items into the pool.
7. Please use the fixed facilities around the swimming pool such as walkways, bathrooms, and changing rooms with care. Playing, running around the pool, or pressing down lane ropes is strictly prohibited. Any accident resulting therefrom shall be borne by the parties involved.
8. Swimmers shall use designated lanes according to swimming speed, follow the circulation direction (right-going, left-returning), and shall not practice or stop midway in fast or medium-speed lanes, in order to avoid danger and interference with other swimmers.
9. Any individual or group not approved by the management unit is prohibited from conducting private teaching activities within the Natatorium. Violators shall have their right to use the facility revoked, membership fees shall not be refunded, and access may be further restricted in accordance with the results of the management unit's review.
10. Photography, videography, and audio recording, as well as the posting or hanging of posters, banners, flags, or slogans, are prohibited without prior approval of the management unit. (See Appendix 2 and Appendix 3.)
11. Swimmers should refrain from bringing valuables with them to the pool. The Natatorium does not take custody of items, as there are lockers for swimmers to store their personal items by themselves, but the lockers cannot be used overnight and the Natatorium will not be liable for any losses or damages.
12. In the event of national holidays or force majeure affecting user safety, the Natatorium may suspend the opening of the facility and the expiration date on membership passes will not be extended.
13. Individual Swimmer Members can apply for an extension when the time period is closed for more than seven days for maintenance, instruction, training, holding competitions or rental of the facility.
14. When renting unit uses the facility, the renting unit will be responsible for any accident that occurs.

15. The University's contract bond is guaranteed by the University funds.
 16. If individuals fail to comply with the regulations and risk public safety, inflict water pollution, hinder the performance of Natatorium staff after being warned by the lifeguards or management unit, they have the right to suspend the swimmer's right to use the Natatorium for the day. If the circumstances are severe, the membership may be cancelled and the paid membership fee will be refunded in proportion to the number of days of usage. If the person violating the regulations used the pool during a free time period, the Natatorium reserves the right to suspend their right to use the pool and prohibit entry in the future.
- VII.** Promotions and preferential measures may be implemented in accordance with actual circumstances, subject to project-based approval by the University President.
- VIII.** For matters not specified herein, the Athletic Department reserves the right to amend relevant regulations as necessary, and all such amendments shall be subject to official announcements.
- IX.** These Guidelines for Borrowing, Fees, and Management shall be implemented after being approved by the University Sports Affairs Council, submitted to and approved by the University Fund Management Committee, and approved by the University President. The same procedure shall apply to any amendments hereto.

Appendix 1: Example of Notation on the Reverse Side of the Disability Certificate

背面

戶籍遷移註記	鄉鎮市區	村里	鄰	街路門牌	遷入日期	承辦人核章
障礙類別	第8類【s810】 第2類【b210】 代表障別·保護隱私					
ICD診斷	141. 2, 360. 4, 366. 16 [01, 08]					
必要陪伴者優惠措施	國內大眾運輸工具 進入公民營風景區、康樂場所與文教設施 疾病代號保護隱私					
註記必要陪伴者優惠措施						

Appendix 2: Photography Management Guidelines

游泳館拍攝申請與規範條例

為維護游泳館內秩序、安全與泳客隱私，特訂定本規範，供申請拍攝人員遵循。凡申請於游泳館內進行拍攝者，應詳閱本條例並簽署確認，作為館方審核拍攝申請與後續管理依據。

1. 第一條（申請程序）

申請人應於拍攝日前完成書面申請程序，並經游泳館書面核可後，方得於指定時段、區域內進行拍攝。拍攝期間應隨身攜帶拍攝許可證明，以備館方查驗。

2. 第二條（隱私與肖像保護）

拍攝期間不得擅自拍攝任何未經同意之泳客。若需拍攝個人或團體，應事先取得當事人同意，不得以任何方式侵害他人肖像權或隱私權。

3. 第三條（場館秩序與安全）

申請人不得影響館內正常營運及泳客活動之安全與秩序。嚴禁於泳池邊或潮濕地面使用大型攝影器材（如燈具、腳架等）或其他可能造成危險之設備。不得使用無人機或其他飛行裝置。

4. 第四條（拍攝成果使用）

拍攝內容僅限於申請人個人或經核准用途，不得用於商業用途或公開展示。

5. 第五條（違規與責任）

如有違反本條例之情事，游泳館得即時中止其拍攝行為，並保留追究法律責任之權利。申請人因拍攝行為致人身傷害、設備損壞或第三人權益受損時，應自行負擔所有賠償責任。

6. 第六條（施行）

本條例自公告日起施行，游泳館得視實際情況修正之，並另行公告實施。

Appendix 3: Photography Application Consent Form

國立臺灣師範大學和平校區游泳館 拍攝申請同意書

立同意書人_____（泳訓班學員_____）今
申請拍攝館內活動，拍攝地點_____，拍攝時間____
至_____，拍攝期間願遵守國立臺灣師範大學游泳池使用須
知暨下列規定：

1. 申請人應於拍攝日前完成書面申請程序，並經游泳館書面核可後，方得於指定時段、區域內進行拍攝。拍攝期間應隨身攜帶拍攝許可證明，以備館方查驗。
2. 拍攝期間不得擅自拍攝任何未經同意之泳客。若需拍攝個人或團體，應事先取得當事人同意，不得以任何方式侵害他人肖像權或隱私權。
3. 拍攝內容僅限於申請人個人或經核准用途，不得用於商業用途或公開展示。
4. 如有違反本條例之情事，游泳館得即時中止其拍攝行為，並保留追究法律責任之權利。申請人因拍攝行為致人身傷害、設備損壞或第三人權益受損時，應自行負擔所有賠償責任。

申請人簽名：

櫃檯收執人簽章：

識別證編號：

中華民國 年 月 日