

National Taiwan Normal University

Regulations for Rental, Fees, and Management of Athletic Venues

Approved by the 98th Fund Committee Meeting (Nov. 7, 2017)

Approved by the 115th Fund Committee Meeting (Aug. 18, 2020)

Approved by the 132nd Fund Committee Meeting (Jul. 28, 2023)

Approved by the 140th Fund Committee Meeting (Dec. 11, 2024)

1. In order to enhance the management and utilization of athletic facilities, provide a well-rounded environment for athletics and recreation, promote the physical and mental well-being of faculty and students, and integrate the community to promote fitness for all citizens; and in accordance with the University's Physical Education Committee Charter, Article 5 of the University's Management Regulations for Self-raised Income of the Endowment Fund, and the University's Provisions for Venue Booking, Fees, and Management Guidelines for Venue Rental, Fees, and Management, these Regulations for the Rental, Fees, and Management of Sports Venues (below, the "Regulations") are established.
2. The University's athletic venues may be rented by internal and external organizations with the approval of the University's Athletic Department, provided that such use does not interfere with regular physical education classes or University team training activities. Rental fees are as per the Attached Schedule.
3. Except for time slots reserved for teaching, University team training, and registered members of the University's faculty and staff athletic clubs, the following time slots are open for venue rental applications during the semester. On weekends, national holidays, and during winter and summer breaks (to be announced separately), both indoor and outdoor athletic venues are open all day for rental by internal and external organizations.
 - (1) Heping Campus
 - I. Multi-Sport Court, Rhythmic Room, Gymnastics Room, Table Tennis Room, Martial Arts Room: Monday to Friday, 8:00am to 10:00pm.
 - II. Weight Training Room: Monday to Friday, 12:10pm to 1:20pm and 5:30pm to 10:00pm. During other hours not scheduled for teaching, the facility may, depending on on-site conditions, be open for use free of charge by NTNU faculty, staff, and students holding valid ID cards. Mandarin Training Center students may apply for paid access.
 - III. Athletics Field, Outdoor Basketball Court, Outdoor Tennis Court, Outdoor Volleyball Court: Monday to Friday, 8:00am to 9:00pm.
 - (2) Gongguan Campus
 - I. Multi-Sport Court, Hard Tennis Court, Outdoor Basketball Court, Outdoor Volleyball Court: Monday to Friday, 8:00am to 10:00pm.
 - II. Weight Training Room: Monday to Friday, 12:10pm to 1:20pm and 7:30pm to 9:30pm. During other hours not scheduled for teaching, the facility may, depending on on-site conditions, be open for use free of charge by NTNU faculty, staff, and students holding valid ID cards. (Actual hours subject to onsite announcements.)
 - III. Athletics Field, Softball Field, Soccer Pitch, Indoor Multi-Purpose Athletic Hall: Monday to Friday, reserved for NTNU physical education courses and University team training from. If a University department/office needs to use such a space, a special application is required.
 - (3) Linkou Campus

- I. Multi-Sport Court, Rhythmic Room, Athletics Field, Outdoor Basketball (Volleyball) Court: Outside of teaching hours, on/off-campus organizations can apply to rent these venues.
- II. Weight Training Room: Monday to Thursday, 12:00noon to 1:00pm, open for use free of charge by NTNU faculty, staff, and students holding valid ID cards. (Actual hours subject to onsite announcements.)

4. Venue rental procedures:

- (1) Venue rental at the University is by reservation only. An organization that wishes to rent a venue should directly contact the Athletic Department staff of the specific campus during office hours to check on usage status. Venue rental fees for each campus are listed in the Attached Schedule.
 Heping Campus: (02) 7749-3174
 Gongguan Campus: (02) 7749-6853, fax: 2931-2951
 Linkou Campus: (02) 7749-8466, fax: 2603-5685
- (2) Application process:
 - I. Call to confirm the venue rental period; then fill out an online application, write an official letter, or fill out a paper application form; and send the activity plan via email to the University's Athletic Department.
 - II. After the Athletic Department approves the usage, the renting organization must complete payment of the fees listed below; only then will the rental procedures be complete. Rental procedures must be complete at least two weeks prior to the event.
 - i. For an off-campus organization renting the Heping Campus Multi-Sport Court or Athletics Field, if the University considers it necessary, said organization must pay 20% of the venue rental fee as a deposit, and the remainder must be fully paid by no later than one week prior to the event.
 - ii. For venues other than the aforementioned ones, after the Athletic Department agrees to the rental, the Athletic Department will issue a payment slip or provide bank transfer details. The renting organization must then complete payment at least one week before the event.
 - iii. If payment is via on-campus internal transfer, the University's internal procedures shall apply.
 - III. Once the above procedures are complete, the University may, depending on actual circumstances, require the renting organization to pay a security deposit (equal to 20% of the total rental fee). After the event, once the University confirms that the venue and facilities are undamaged, the deposit will be returned without interest.
 - IV. Once the rental procedures are complete, if reasons other than *force majeure* result in the venue not being used, then any fees paid for such usage will not be refunded. If the renting organization uses the venue for purposes other than those approved or fails to comply with the venue usage regulations without consent from the University, the University may immediately terminate the organization's usage rights and withhold all venue fees already paid (including security deposit). If any damage occurs to the rented facilities as a result of such usage, the renting organization shall be liable for compensation equal to the cost of repair or replacement.
 - V. During the rental period, if disaster or other force majeure results in the venue not being used, the renting organization may submit a refund application form to the Athletic Department within seven days after the first day of the rental period; the renting organization must attach a

photocopy of the bank account passbook (refund applicant must be the same as the original payer). Only once a refund application is approved by the University will it be processed.

5. During the venue rental period, all vehicle entry and parking must comply with the University's Parking Lot Management Guidelines.
6. Points of note for using athletic venues:
 - (1) Except during class hours, NTNU faculty, staff, and students must carry their employee or student ID cards when entering the athletic facilities, for verification purposes. Entry by non-NTNU persons without University approval is strictly prohibited.
 - (2) Athletic venues prioritize physical education courses and training for university teams. In the event of a major university event or an academic activity being held, public access will be temporarily suspended. Venues are strictly for individual use only; group occupation of facilities is prohibited. Any commercial instruction not authorized by the Athletic Department is strictly forbidden; violators will be removed by campus security.
 - (3) In compliance with government regulations, smoking and the use of firecrackers/fireworks are strictly prohibited throughout the campus. In athletic venues, it is strictly forbidden to bring in food (except drinking water) or animals (except guide dogs), or to chew betel nut or gum.
 - (4) The Specific Shoes for Specific Purposes regulations for each type of venue are as follows:
 - I. Rhythmic Room: Clean, dedicated-purpose shoes must be used throughout, or users must enter barefoot.
 - II. Gymnastics Room: Clean, dedicated gymnastics shoes must be used throughout, or users must enter barefoot.
 - III. Martial Arts Room: Users must go barefoot throughout.
 - IV. Multi-Sport Court, Table Tennis Room, Weight Training Room: Dedicated-purpose athletic shoes with clean soles must be used throughout and before entry.
 - (5) When using a Multi-Sport Court to hold a non-athletic activity or performance, protective mats must be laid down before use.
 - (6) Except with physical education courses, University team training, or special approval, the following hazardous activities are strictly prohibited in athletic venues: Hitting baseballs/softballs; throwing javelins, discuses, shot put shot, hammer throw hammers, or frisbees; flying kites; operating remote-controlled devices; skateboarding; inline skating; cycling; and similar activities.
 - (7) For safety reasons, users of University athletic facilities must wear full athletic attire and clean-soled athletic shoes. Casual shoes, hiking boots, sandals, high heels, flip-flops, etc., are not permitted. A towel is also required for entry into the weight training room.
 - (8) To ensure electrical safety, users must provide their own generators when additional electrical or sound equipment is needed.
 - (9) If a renting organization violates venue regulations or fails to follow the instructions or warnings of staff, the University has the right to revoke their current and future usage rights. No refund will be issued for fees already paid, and the organization will lose its privileges to submit future rental applications.
7. If the University is unable to provide a venue on the agreed-upon date due to special circumstances, the University may renegotiate with the renting organization and make appropriate adjustments or cancellations. If the venue becomes unavailable due to other University needs and cannot be used as scheduled or rescheduled, the University will issue a full refund, without interest. The renting party shall not make any claim for further compensation due to the University's inability to fulfill the agreement.

8. After being approved by the University's Physical Education Committee, these Regulations for Rental, Fees, and Management shall be submitted to the University Endowment Fund Management Committee for review and approval, then to the President for approval. These Regulations shall then take effect upon the President's approval. The same shall apply to any amendments.

Attached Schedule

1. Heping Campus

Venue	Capacity (persons)	Off-campus organization fee (All prices NT\$)		On-campus organization fee (All prices NT\$)
		One session (four hours)	One hour	One hour
Multi-Sport Court	2,000	66,000	18,000	2,500
Table Tennis Room	80	11,000	3,000	1,300
Gymnastics Room	50	11,000	3,000	1,550
Large Rhythmic Room	50	7,700	2,050	1,250
Small Rhythmic Room	20	6,600	1,750	1,000
Martial Arts Room	60	7,700	2,050	1,250
Weight Training Room	50	14,000	3,700	1,800
				Personal permit, one month 600; three months 1,500
Athletics Field (includes semicircle of polyurethane-surfaced running track, Ceremony Stage, and Outdoor Volleyball Court)	2,000	28,000	7,200	1,000
Semicircle of polyurethane-surfaced running track (one round end of track)	100	5,300	1,450	300
Ceremony Stage	100	2,200	770	300
Outdoor Basketball Court	80	4,500	1,400	300
Outdoor Tennis Court (two courts)	60	4,500	1,300	300
Outdoor Tennis Court (one court)	60	2,800	700	300
Outdoor Volleyball Court	60	4,500	1,400	200
Meeting Room	30	3,300		300
Notes	- Each venue's rental fee is calculated at a minimum of one hour; any use for less than an hour shall be calculated as a full hour. Outdoor venue lighting fees will be collected based on actual usage at NT\$550/hour, depending on weather conditions. - Cleaning fee: Cleaning services are outsourced and charged separately. - Personnel Fees: Personnel costs are calculated in one-hour units (minimum one hour). Weekdays, 8:00am to 5:00pm: Charged at the statutory minimum hourly wage per person per hour. (Statutory minimum hourly wage, here and below: As per the statutory minimum set for the year by the Ministry of Labor.) Weekdays during non-office hours, and weekends: Off-campus organization rental is charged at statutory minimum hourly wage × 2 per person per hour; on-campus organization rental is charged at statutory minimum hourly wage per person per hour. National holidays: Charged at statutory minimum hourly wage × 2 per person per hour. - If an external organization's single event rental session lasts more than four hours (including setup and teardown time), the fee will be calculated based on the hourly rate for that venue and time period. - Outdoor venue lighting fees will be collected based on actual usage, depending on weather conditions.			

2. Gongguan Campus

Venue	Capacity (persons)	Off-campus organization fee (All prices NT\$)		On-campus organization fee (All prices NT\$)
		One session (four hours)	One hour	One hour
Multi-Sport Court	500	28,000	7,500	1,000
Indoor Multi-Purpose Athletic Hall	100	16,000	4,500	1,000
Weight Training Room	40	9,000	2,500	1,300
Athletics Field	2,000	28,500	7,500	1,500
Semicircle of polyurethane-surfaced running track (one round end of track)	500	7,500	2,000	400
Softball Field; Soccer Pitch	1,000	7,500	2,000	400
Ceremony Stage Plaza	250	3,500	1,000	200
Outdoor Basketball Court	100	3,500	1,000	200
Outdoor Volleyball Court	100	3,500	1,000	200
Outdoor Tennis Court (two courts)	100	4,500	1,300	300
Outdoor Tennis Court (one court)	100	2,800	700	300
Notes	- Each venue's rental fee is calculated at a minimum of one hour; any use for less than an hour shall be calculated as a full hour. The fees for the on-campus organization Multi-Sport Court rental air conditioning fee (NT\$1,500/hour) and the outdoor venue nighttime lighting fee (NT\$550/hour) will be collected based on organization requirements. - Cleaning fee: Cleaning services are outsourced and charged separately. - Personnel Fees: Personnel costs are calculated in one-hour units (minimum one hour). Weekdays, 8:00am to 5:00pm: Charged at the statutory minimum hourly wage per person per hour. (Statutory minimum hourly wage, here and below: As per the statutory minimum set for the year by the Ministry of Labor.) Weekdays during non-office hours, and weekends: Off-campus organization rental is charged at statutory minimum hourly wage $\times$ 2 per person per hour; on-campus organization rental is charged at statutory minimum hourly wage per person per hour. National holidays: Charged at statutory minimum hourly wage $\times$ 2 per person per hour. - If an external organization's single event venue rental time lasts more than four hours (including setup and teardown time), the fee will be calculated based on the hourly rate for that venue and time period.			

3. Linkou Campus

Venue	Capacity (persons)	Off-campus organization fee (All prices NT\$)		On-campus organization fee (All prices NT\$)
		One session (four hours)	One hour	One hour
Multi-Sport Court	1,200	8,800	2,400	1,200
Table Tennis Room	50	3,800	1,000	500
VIP Room	20	2,880	800	400
Entrance Lobby	50	2,880	800	400
Rhythmic Room	50	2,880	800	400
Dance Room	20	1,800	500	250
Martial Arts Room	20	1,800	500	250
Multi-Purpose Classroom	20	1,800	500	250
Taekwondo Area	1,000	3,800	1,000	500
Trampoline Area	20	10,100	2,800	1,400
Weight Training Room	20	10,800	3,000	1,500
TRX	20	1,800	500	250
Athletics Field (includes middle lawn)	2,000	4,400	1,200	600
Outdoor Basketball Court (two courts)	100	1,800	500	250
Outdoor Volleyball Court (two courts)	100	1,800	500	250
Notes	1. Each venue's rental fee is calculated at a minimum of one hour; any use for less than an hour shall be calculated as a full hour. 2. Cleaning fee: Cleaning services are outsourced and charged separately.			

Additional notes:

When the following circumstances apply, and upon approval by the University, rental fees may be subject to discounted rates:

1. The University considers the event charitable, public welfare-related, or of a special nature.
2. The event is organized by an internal organization or student club.
3. When an external organization's single-time rentals at the Heping or Gongguan Campus reach 56 hours or more in a single year, a 10% discount may apply; when this reaches 80 hours or more in a single year, a 20% discount may apply. Refunds are not available for discounts on hours already purchased.
4. For external organizations renting venues at the Heping or Gongguan Campus, if the pre-discount rental fee exceeds NT\$100,000 in a single use, and the same event is held again the following year and the rental fee would again exceed NT\$100,000, a 5% venue discount will be applied for the second year.
5. Discounts are only available after the renting organization has received written permission from the University and the fees have been paid in full prior to the event. If the renting organization subleases the venue to another party, or the number of usage days does not meet the contracted period, the original full rate will apply, and no refund will be issued.
6. When an internal organization holds an externally-focused event, and when an internal organization commissions/co-organizes an event or assists in organizing an event with an external organization, rental fees must be charged per the external organization rate. If the event receives special permission to be designated as a University key development project, discounts based on the external organization rate may be granted.
7. Venue rental discounts must be applied for by the renting organization, and are only valid once they are approved by the University. Discounts cannot be combined.