

# Guidelines for the Use of LiteOn Hall at Management Building 1 in the College of Management at National Chiao Tung University

Passed at the 7th Executive Meeting of the College of Management on April 11, 2011

1. National Chiao Tung University (NCTU) College of Management (hereinafter the "College") has laid down these guidelines for the full use and management of LiteOn Hall (including LiteOn Hall 1, LiteOn Hall 2 and Lounge) at Management Building 1.
2. The use of LiteOn Hall is managed by the College's Executive Master of Business Administration (hereinafter the "EMBA") office and is available for EMBA classes and events as a first priority. If other departments wish to borrow the venue, they must fill in a request form at least one month prior to the use and submit it to the EMBA office for registration one week in advance of the use, after approval by the head of the borrowing department. If more than two applications are made at the same time, the following order of priority will apply:
  - (1). EMBA classes and events organized by the College.
  - (2). The College's departments, in-service Master programs and activities run by them.
  - (3). The period of use for non-EMBA classes is limited to the case-based teaching sessions. The applicant must submit the content of the case-based teaching sessions to the EMBA office for approval before use.
  - (4). Departments outside the College and NCTU.
3. Except for the EMBA program's use on holidays and in the evenings, all other departments may borrow the space from Monday to Friday, during the morning and afternoon sessions, and LiteOn Hall 1 is not available for loan during holidays when EMBA courses are not being offered, to make provision for temporary needs.
4. LiteOn Hall loan slots and rates: The EMBA office allocates NT\$400,000 on Dec. 1 of each academic year to the College for the maintenance and cleaning of LiteOn Hall. Other departments of the College are charged as listed in items (1) to (4) below, and the loan from outside the College or NCTU is subject to the rules set out in items (2) to (6) below:
  - (1). When departments in the College use LiteOn Hall for non-case-based teaching purposes, they are required to pay maintenance and cleaning fees for each hall room, which are as follows:

NT\$2,000 per time slot for LiteOn Hall 1 and LiteOn Hall 2, and NT\$1,000 per time slot for the lounge.
  - (2). Borrowing sessions are divided into:

the morning session (9am-12pm), afternoon session (1:30pm-4:30pm) and evening session (6-9pm).
  - (3). Charges are based on sessions, with less than one session being counted as one.
  - (4). Departments outside the College and NCTU are required to pay a maintenance fee for the loan of each hall room in LiteOn Hall at the following rates:

NT\$4,000 per time slot for LiteOn Hall 1 and LiteOn Hall 2; NT\$2,000 per time slot for the lounge.
  - (5). The venue fee should be paid to the Cashier's Section one week prior to the date of use of the borrowed venue, otherwise it will be considered as not having completed the loan procedure and the applicant will be responsible for any unavailability of the space. After payment of the fee, please send a copy of the

receipt back to the College for reconciliation purposes and collect the key based on the receipt.

- (6). If the fees have been paid but the venue cannot be used as scheduled for any reason, one may apply for a full refund by submitting the original payment receipt in case of natural disaster or other force majeure factors, while the rest of the cases will be refunded at 90%; if no application for a refund has been made over two months later, it will be deemed to be forfeited.
5. The payment of fees for the use of LiteOn Hall by all departments in the College is handled centrally by the College through internal transfers and is settled twice a year: on July 1 of the same year for borrowing dates from January 1 to June 30, and on December 1 of the same year for borrowing dates from July 1 to December 31, in line with the University's fiscal year.
6. In borrowing LiteOn Hall, one should contact the administration staff of the College for the installation of other electrochemical equipment, if needed, and submit the request together with the application for safety. The administration is not responsible for the safekeeping of, or compensation for, valuable property and conference-related materials for borrowers.
7. All facilities, equipment, tables, chairs and other movable property in the LiteOn Hall are restricted to the use in this venue only. If additional items are required, they should be specified in the application form and approved by the College, and the applicant shall be responsible for restoring them to their original state after use. The borrower should take care of the maintenance of the equipment and use it with care and be responsible for compensation or repair of any damage.
8. Management Building 1 is equipped with an access control system and is subject to such control in the evening and on holidays, in addition to normal hours. To keep track of the entry and exit of persons and to minimize the risk of theft in all units of the building, all departments in the College borrowing the venue are required to present their identification cards (service ID cards, student ID cards) for access to the site. Please apply to the College for a temporary access card if a department outside the College or the University is borrowing the space.
9. To use LiteOn Hall, keys must be collected from the administration during working hours and returned after use. If one is using LiteOn Hall in the evening or on holidays, the key must be handed back in the morning of the next working day. Borrowers of the LiteOn Hall are advised to use it within the specified time period without going beyond the time limit. Any delay in returning the key prejudicing the right of another borrower to use the venue in the next slot might necessitate the suspension of the applicant's use in the future.
10. These Guidelines shall come into force upon the adoption by the Executive Meeting of the College and the same applies to any subsequent amendments.