

Management Regulations for the National Taiwan Normal University Student Club Activity Venue

Formulated on November, 2011

Amended and approved at the Student Affairs Office Meeting on June 18, 2019

Amended and approved at the Student Affairs Office Meeting on August 28, 2019

Amended and approved at the Student Affairs Office Meeting on December 25, 2019

Amended and approved at the Student Affairs Office Meeting on April 20, 2021

1. The Regulations are applied to activity rooms on the 3rd and 6th floor of the General Building and basement activity areas of the Liberal Arts Building which is managed by the Extracurricular Activity of Student Affairs Office.
2. If a student club needs to rent a venue for activities, the venue can be used after an application is sent before holding the activity and registration is approved by the Extracurricular Activity.
3. If a student needs to rent a venue for personal use, the venue can be used only after the registration is approved by the Extracurricular Activity by that week.
4. The opening hours of the 3rd and 6th floor of the General Building are from 8:00 to 22:30 each day. The opening hours of basement activity areas of the Liberal Arts Building are from 8:00 to 23:00 each day. The actual opening hours might be different and will be announced during the academic year.
5. If a student wants to cancel the registration of a student club or personal venue rental after approval, the student should inform the Extracurricular Activity. If the actual user is different from the application, the venue should be stopped used and all the registration will be canceled.
6. No venue can be used before finishing the registration. If a student uses a venue without registration, the student should stop using the venue when being discovered.
7. If a student club not using the venue at opening hours, the student club should stop using the venue and would not be able to rent a venue for 1 month.
8. The number of times for each student club activity venue rental is limited to ensure the chances for each student club to use the venue.
9. The use of fire (e.g. candles, incense, gas stove, etc.) and high electricity consumption appliances (e.g. hair dryer, induction stove, electric cooker, etc.) is prohibited. Special requirements to use high electricity consumption appliances should be applied and approved beforehand. If they are being used without application and again after notification, the right to use the venue will be stopped for 4 months.
10. Student clubs or students should keep the environment clean and use public property

appropriately when using the venue. Students should take the responsibility to compensate at a price if anything is broken. The student should restore the venue to its pre-event condition after the activity, and cut off all the electricity to ensure public safety. The right to use the venue will be stopped for 1 month if the student not doing so.

11. The Regulations and any amendments thereto become effective after approval by the Office of Student Affairs.