

Visiting and Leasing Guidelines for the NTNU Liang Shih-Chiu House

Amendment passed in the Administrative Meeting on March 13, 2019

Amendment passed in the University Endowment Fund Committee Meeting on March 22, 2019

- I. To protect cultural assets and implement effective, diverse use of the Liang Shih-Chiu House, National Taiwan Normal University (hereafter NTNU) has established these guidelines (subsequently the "Guidelines") for the organization of tours as well as academic and cultural events.
- II. The Liang Shih-Chiu House is managed by the NTNU Library and maintained by the Office of General Affairs.
- III. Leasing and tour hours:
 - (I) Tours are available from Thursday to Sunday from 11:30 AM to 5:00 PM (including group tours). The house is not open to the public from Monday to Wednesday.
 - (II) The house is available for lease to individuals from within/outside the university, organizations, or clubs from 09:00 AM to 5:00 PM, Monday to Sunday; when the house is rented out, tours are not available.
 - (III) Tours and leases are not available during public holidays.
 - (IV) Changes in visiting hours will be announced on-site or on the Liang Shih-Chiu House official website without prior notice.
- IV. Visits and tours:
 - (I) Ticket price:
 1. General admission is NT\$50.
 2. Discount admission is NT\$20 for groups of 10 or more, residents of Da'an District, or children between the ages of 3-12 (all must show identification).
 3. Admission is free for NTNU's current/retired faculty and staff members, students, alums, students and faculty at affiliated schools, residents of Guzhuang Li, children younger than 3 years and people older than 65 years, people with disabilities and an accompanying person (all must show identification).
 - (II) Tour reservations: Groups requiring guided tour services must give prior notice 7 days in advance and provide the date, time, number of visitors, and contact method, and confirm this information with the Library so that a dedicated guide can be arranged.
- V. Venue leasing:
 - (I) Advance application and approval are required for the following uses: Speeches, press conferences, announcements, forums, cultural tea banquets, lectures, award ceremonies, book readings, enterprise conferences, various conferences, education & training,

seminars, musical/theatrical performances, workshop experiences, commercial photography, wedding photography, drama/music video filming, and small outdoor banquets.

(II) Applications for events that endanger the safety of the building or violate laws, public safety, peace, or public order, or do not meet the specifications above will be denied.

VI. Leasing fee standards:

(I) Venue leasing fees during weekdays are NT\$2,000/hour or NT\$10,000/day; for Saturdays and Sundays, the fees are NT\$3,000/hour or NT\$15,000/day.

(II) NTNU departments may lease the venue with a 50% discount, paid in a single installment; in principle, payment should be made via a wire transfer within the school system.

(III) Applications for joint leasing by NTNU and external departments may lease the venue with a 25% discount.

(IV) The above fees do not include food and beverages; if catering, organizers must sort all trash. If you require our staff to assist with cleaning, an additional cleaning fee of NT\$1,000 will be charged.

VII. Confirm venue availability before leasing and fill out the "Liang Shih-Chiu House Lease Application Form" 7 days before the event and submit it to the Library along with event plans and itinerary. Advance declaration and registration are required to use the various equipment in the venue.

VIII. Do not use instruments that may damage the building, its facilities, or the garden to protect the venue; dangerous objects may not be brought into the venue either. In case of a violation of the rules of the Guidelines or precautions on the application, or if the house and its facilities are damaged, the managing team reserves the right to immediately cease all tour and leasing activities and request compensation for relevant damages; no tours or leases by individuals or departments will be accepted within 6 months of these incidents.

IX. Any matters not addressed in the Guidelines shall be governed by other NTNU policies deemed relevant.

X. The Guidelines and any revisions are implemented with the approval of an Administrative Meeting and University Endowment Fund Committee Meeting.

National Taiwan Normal University Liang Shih-Chiu House Leasing Application Form

(The leasing person/unit must fill in the information for all bold fields and comply with the Visiting and Leasing Guidelines for the NTNU Liang Shih-Chiu House and Precautions for Using the Liang Shih-Chiu House)

Date of application: / / (yyyy/mm/dd)

Leasing person/unit		Business ID number	
Contact person	Contact number	Mobile phone	
E-mail			
Leasing date Leasing time (The format may be revised according to individual requirements)	From ____ (time) to ____ (time) on ____ (day of the week) ____ / ____ / ____ (yyyy/mm/dd)		
	From ____ (time) to ____ (time) on ____ (day of the week) ____ / ____ / ____ (yyyy/mm/dd)		
	<input type="checkbox"/> ____ days, including weekdays, for a total of ____ hours <input type="checkbox"/> ____ days, including Saturdays and Sundays, for a total of ____ hours (May be adjusted according to individual requirements, leasing time includes preparing and clearing out the venue, and fees are charged according to the actual time of use)		
Event type	<input type="checkbox"/> Open to the general public <input type="checkbox"/> Not open to the general public	Expected number of attendees	person(s)
Leased venue	<input type="checkbox"/> Liang Shih-Chiu House (Recommended capacity of approximately 20-30 people) <input type="checkbox"/> Outdoor garden (Recommended capacity of approximately 10-20 people)		
Overview of event	(Please include the event plan and itinerary)		
List of objects required for leasing	The leasing person/unit is responsible for all setup and restoration.		
	<input type="checkbox"/> Putting up ____ event posters <input type="checkbox"/> Renting ____ chairs with backs, ____ stools <input type="checkbox"/> Renting ____ tables	<input type="checkbox"/> Projector, projection screen <input type="checkbox"/> Stereo playback equipment, ____ microphones (2 maximum; prepare batteries, please. Battery type: AA)	
	<input type="checkbox"/> External catering of light food at the house (Event organizer will sort and clean all trash) <input type="checkbox"/> External catering of light food at the house (University staff will assist with cleaning for an additional cleaning fee of NT\$1,000)		
Contact person	(Signature and seal)		

Contact: Tel: (02)2362-2165; Email: ntnuhis@ntnu.edu.tw

.....

(The managing team fills out the following information) Leasing no.:

Review result	<input type="checkbox"/> Lease approved for the period _____ <input type="checkbox"/> Lease denied				
Fees	<input type="checkbox"/> Full charge <input type="checkbox"/> 25% off <input type="checkbox"/> 50% off <input type="checkbox"/> Other charges Total: NT\$ _____				
Staff	(Signature and seal)	Division Head	(Signature and seal)	University Librarian	(Signature and seal)

Precautions for Using the Liang Shih-Chiu House

- The leasing person/unit has carefully read and understood the content of the "Visiting and Leasing Guidelines for the NTNU Liang Shih-Chiu House." In case of a violation, the managing team reserves the right to cease all use and request compensation for relevant damages; no leasing applications will be accepted within 6 months of these incidents.
- The leasing person/unit should appropriately estimate the venue's usage time and strictly abide by the conditions of the written agreement consented to by both parties. The managing team may immediately suspend use in the event of early entry or late departure from the venue. **The leasing person/unit agrees to pay the remaining balance of the leasing fees unconditionally.**
- The leasing person/unit must comply with the following rules, or the managing team may immediately **suspend use; the leasing person/unit agrees to the total payment of compensation for damages:**
 1. Tables and chairs provided by the managing team must be transported by workers arranged by the leasing person/unit; objects must be **lifted off the ground** and may not be moved by dragging, pulling, or pushing, which may result in floor damage.
 2. The managing team must be notified in advance to coordinate the moving of any additional instruments or equipment; event preparations may not be conducted in a manner that would impede restoration.
 3. Objects may not be placed at the venue during non-leasing periods. All things and valuables placed in the house are the responsibility of the leasing person/unit; the managing team is not liable for the loss or damage of property.
 4. When preparing the venue, the leasing person/unit must **notify the managing team of the adhesive used to put posters on walls and obtain approval before** implementation.
 5. The venue must be restored, cleaned, and inspected upon return by the managing team before leaving.

6. Pay attention to the use of electricity. Altering or connecting the power lines without authorization or using open flame sources is strictly prohibited.
7. Any noise, safety, or energy waste generated from the venue must be rectified with supervision by the managing team.
8. If, for any reason, the venue will no longer be used, notify the managing team in advance to apply for an extension.
9. The managing team does not offer catering services; the leasing person/unit must pay attention to cleanliness when providing food and beverages.
10. The Liang Shih-Chiu House is a smoke-free area to the Tobacco Hazards Prevention Act.
11. Any matters not addressed in the Guidelines will be handled per NTNU's venue management regulations.

Please ask all event attendees to **wear socks** when entering the house to protect the historic building.

Contact person

(Signature and seal)