

國立臺灣師範大學特殊教育學系暨復健諮商與高齡福祉研究所 場地借用、收費及管理準則

91.3.5 90學年度第5次系務會議通過
103.10.28 103學年度第2次系務會議通過
109.10.20 109學年度第2次系所務會議通過
109.12.17 本校第117次校務基金管理委員會修正通過
113.5.7 112學年度第7次系務會議通過
113.6.12 本校第138次校務基金管理委員會修正通過

- 一、國立臺灣師範大學特殊教育學系暨復健諮商與高齡福祉研究所（以下簡稱本系所）為加強所屬教學、研究場地之使用管理，特依「國立臺灣師範大學場地借用、收費及管理要點」訂定本準則。
- 二、場地借用原則：本系所場地以本系所教學活動為主，本系所老師所辦理之會議或活動次之，場地外借再次之。借予其他單位使用，以辦理特教相關的教學、活動、會議、試場為原則。
 - （一） 校內單位：以半價收費為原則。
 - （二） 校外單位：
 1. 與本系所有課程、研究合作關係者，以3年為原則簽訂合作備忘錄，予以免費、半價或全額收費。
 2. 無備忘錄者全額收費。
- 三、場地收費標準：

借用場地分三時段，每時段分別為「上午8：00-12：00；下午12：00-17：00；晚上17：00-22：00」，收費標準如下：

 - （一） 教室：103、112、113、115等（約可容納30-50人）：每時段新臺幣5,000元整。
 - （二） 會議室：203、204（約可容納10人）：每時段新臺幣5,000元整；116、227、230等（約可容納30人）：每時段新臺幣 6,000元整。
 - （三） 階梯視聽教室：114（約可容納100人）：每時段新臺幣10,000元整。
 - （四） 川堂：每時段新臺幣5,000元起為原則。
 - （五） 如遇非上班時段，需另付工作費，工資計算，不得低於勞動基準法所定之最低標準。
- 四、借用單位原則應於活動一週前繳費，以完成借用手續，否則得取消其預借登記。
 - （一） 校外單位持借用申請單至本校出納組繳費，完成繳費程序後，將收據影本送交本系所備查。
 - （二） 校內單位依借用申請單以校內轉帳方式辦理。
- 五、場地借用經費收支原則悉依本校校務基金自籌收入收支管理辦法暨相關規定辦理。

六、如有下列情事之一者，不得借用，如已核可借用者，亦得取消其借用申請：

- (一) 活動內容與原申請事由不符者。
- (二) 活動時有損害場地設備之虞者。
- (三) 違反本規定或轉借他人使用者。

七、其他注意事項：

- (一) 任何場地借用，均不得未經授權轉交鑰匙及場地。
- (二) 場地使用期間，需控制音量，勿干擾課程進行；需注意安全及節能規範，如不服相關規定，本系有權即時停止借用。
- (三) 場地、設備及公共物品如使用不慎遺失或損壞，由借用單位負責人照市價賠償或修復。
- (四) 應確實注意用電安全，禁止改變或擅接電源線路，或使用燃燒性火源，離開時應關閉所有電源。並維護場地環境之完整與清潔，牆面、地板未經許可不得任意張貼海報或各式文宣資料，使用完畢需清除並恢復場地原狀。
- (五) 大型活動或研討會等之餐盒、廚餘由借用單位於活動當日回收。
- (六) 場地借用不得佔用任何無障礙設施，影響無障礙空間之動線。

八、本準則經本系所系務會議通過，經本校校務基金管理委員會審議同意，陳請校長核定後實施，修正時亦同。

**Department of Special Education / Graduate Institute of
Rehabilitation Counseling and Gerontological Wellbeing
National Taiwan Normal University
Provisions on Venue Booking, Fees, and Management**

Ratified at the 5th departmental meeting of Academic Year 2001/2002 on March 5, 2002

Ratified at the 2nd departmental meeting of Academic Year 2014/2015 on October 28, 2014

Ratified at the 2nd departmental meeting of Academic Year 2020/2021 on October 20, 2020

Amended and ratified at the 117th NTNU University Fund Management Committee on December 17, 2020

Ratified at the 7th departmental meeting of Academic Year 2023/2024 on May 7, 2024

Amended and ratified at the 138th NTNU University Fund Management Committee on June 12, 2024

1. These provisions have been established by the Department of Special Education and Graduate Institute of Rehabilitation Counseling, National Taiwan Normal University (hereinafter referred to as the Department) to enhance the management of teaching and research premises under its purview in accordance with the National Taiwan Normal University Provisions for Venue Booking, Fees, and Management.

2. Venue booking priority and guidelines: Priority will be given to teaching activities under the Department, meetings and events organized by the Department's faculty members, and bookings made by external parties, in the order stated. Venues can be booked by external parties for purposes related to special education, such as teaching activities, events, meetings, and assessments.

(1) NTNU units: 50% of published rates.

(2) External parties:

i. Program and research partners of the Department that have signed Memoranda of Understanding (MOU), renewed every three years, are entitled to use the venues either at no cost, half price, or full price.

ii. Parties with whom the Department did not sign MOUs with are to pay venue booking costs in full.

3. Venue booking rates:

Three time slots are available for venue bookings, specifically 8:00am to 12:00am, 12:00pm to 5:00pm, and 5:00pm to 10:00pm. The respective venue booking fees are as follows:

(1) Classrooms: 103, 112, 113, 115, etc. (accommodates 30-50 people): NT\$5,000/slot

(2) Conference rooms: 203, 204 (accommodates around 10 people): NT\$5,000/slot; 116, 227, 230, etc. (accommodates 30 people): NT\$6,000/slot

(3) Audiovisual classroom with tiered seats: 114 (accommodates 100 people): NT\$10,000/slot.

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- (4) Entrance Hall/Lobby: From NT\$5,000/slot
 - (5) For venue usage during non-working hours, extra administrative charges apply. Administrative charges shall not be lower than the minimum wage stated in the Labor Standards Act.
4. Parties that make venue bookings are to pay the booking fees a week prior to the event to complete the booking. Bookings shall be canceled for parties that fail to do so.
- (1) Non-NTNU parties are to make the relevant payment at the NTNU Cashier Division with the Venue Booking Form. After the payment has been completed, the booking party shall submit a copy of the payment receipt to the Department for verification.
 - (2) NTNU parties are to make the relevant payment via internal transfer with the Venue Booking Form.
5. Incomes and expenditures generated from venue bookings shall be managed in accordance with the NTNU University Fund Management Guidelines for Self-Raised Income and Expenditure and other relevant regulations.
6. Venue booking will not be allowed in the event of any of the following conditions. If the booking has been processed, the Department reserves the right to cancel it
- (1) Mismatch between the actual event and the declared event.
 - (2) Possible damage to venue(s) and equipment during the event.
 - (3) Parties who have breached the terms of these provisions or transferred the booking to another party.
7. Other regulations:
- (1) No unauthorized transfer of keys and venue bookings for all venues.
 - (2) Noise levels shall be kept low during venue usage so as not to disturb ongoing classes. Safety and energy-saving regulations shall also be observed. The Department reserves the right to terminate bookings immediately if users are found in violation of these guidelines.
 - (3) In case of loss or damage to the premises, equipment, or public facilities resulting from misuse, the party in charge of the booking will be liable for compensation or repair, charged at market rates.
 - (4) Ensure that safety precautions are upheld in the use of electricity. It is forbidden for venue users to change or connect power lines, or use live flames without authorization. All power sources should be turned off when leaving the venue. The original state and cleanliness of the venue shall be upheld. No posters or promotional materials shall be posted on the walls and floors without permission. All materials are to be removed and the venue restored to its original state after the venue usage.

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- (5) If there are meal boxes and food waste resulting from large events or seminars, the party in charge of venue booking is to ensure that these items are collected and recycled on the day of the event itself.
- (6) When using the venue(s), ensure that accessible facilities are not occupied and accessible routes are not obstructed.
8. These provisions have been approved at an SPE departmental meeting, reviewed and ratified at an NTNU University Fund Management Committee meeting, and approved by the NTNU President prior to implementation. The same review process has been and will be observed when there are amendments made to the content.

國立臺灣師範大學特殊教育學系暨復健諮商與高齡福祉研究所場地借用及收費申請表

SPE and GIRG Venue Booking Form and Rates

申請日期： 年 月 日 時 分

Application Date: (date) (time)

活動名稱 Event						
申請單位 Department/ Organization		活動負責人 Event I/C				
申請人 Applicant		聯絡電話及 e-mail Contact no. and email				
使用對象說明 Event participants:			使用人數： Number of participants:			
借用時間：(分三時段，分別為：8：00-12：00；12：00-17：00；17：00-22：00)						
Required time slot: (3 time slots: 8:00am to 12:00am, 12:00pm to 5:00pm, and 5:00pm to 10:00pm)						
月 日(星期) 時 分 至 月 日(星期) 時 分						
Date: _____ (____ day) to _____ (____ day) Time:						
費用計算方式 Booking fees	借用場地 Venue:					<input type="checkbox"/> 無優惠 No discount <input type="checkbox"/> 五折 Half price 合計 NT: Total: NT\$_____
	場地別 Type of Venue	借用地點 Location	每時段費用 Rate per time slot	合計借用時段數 Total number of time slots	場地費小計 Total booking fees	
	教室 Classrooms (103、112、113、115, etc)		5,000元整 NT\$5,000/slot			
	會議室 Conference rooms (203、204, etc)		5,000元整 NT\$5,000/slot			
	會議室 Conference rooms (116, 227, 230, etc)		6,000元整 NT\$6,000/slot			
	視聽教室 Audiovisual Classroom(114)		10,000元整 NT\$10,000/slot			
川堂 Entrance Hall/Lobby:		5,000元起 From NT\$5,000/slot				
其他費用 Other costs： 非上班時段工作費：不得低於勞動基準法所定之最低標準 Administrative charges (venue usage during non-working hours): Administrative charges shall not be lower than the minimum wage stated in the Labor Standards Act.						
總計應繳費用 Total Charges Payable						

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注意：

1. 本借用場地不得使用危害國家資通安全之產品(如大陸廠牌軟體、硬體及服務)；如有發現設備遭駭入侵，請立即關閉該設備電源，並通知本校場地管理人員進行後續處理。
2. 為加強資訊安全管理，租借人員應接受本校針對所使用之資通訊軟、硬體進行查核，如有使用危害國家資通訊設備產品，由本校通知限期改善，租借人員應於期限內改善完竣。

Note:

1. Products that threaten the information security of Taiwan (such as software, hardware, and digital services from Mainland China) are not to be used in this venue. In the event that any equipment has been hacked, please turn off the power immediately and notify NTNU venue management staff for further action.
2. Venue bookers are to comply with checks ordered by NTNU on their digital communication software and hardware as part of NTNU's effort to strengthen information security management. If any equipment or products that threaten Taiwan's information security were found to have been in use, NTNU will inform the user to rectify the situation within a given time period. The informed user is to complete the security enhancement before the deadline given.

審核步驟 Approval Process:

<p>1. 系圖確認場地可借用狀況 Check the venue availability at the SPE Library</p> <p>管理員： Staff Librarian:</p>	<p>2. 系辦請示簽章批准 Seek approval at the department office and obtain signature and seal</p> <p>承辦人： 系主任：</p>	<p>3. 交至系圖，完成借用場地 Submit the booking form to the department library to complete the venue booking</p> <p>登記日期： Booking Date:</p>
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登記順序以優先送至系圖登記為準，請盡快完成，以免向隅。

The order of booking is based on the date that the booking form is submitted to the department.

As venues are limited, please complete bookings ASAP.