

國立成功大學學生創意討論空間(D-24)使用須知

National Cheng Kung University Directions for the Use of the Creativity and Discussion Room(D-24)

105年3月30日課外活動指導組組務會議通過

105年6月8日課外活動指導組組務會議修正通過

106年1月5日課外活動指導組組務會議修正通過

107年2月6日學生活動發展組組務會議修正通過

107年10月2日學生活動發展組組務會議修正通過

108年8月28日學生活動發展組組務會議修正通過

112年3月7日學生活動發展組組務會議修正通過

Passed by the Extracurricular Activities Division Meeting on March 30, 2016

Amended by the Extracurricular Activities Division Meeting on June 8, 2016

Amended by the Extracurricular Activities Division Meeting on January 5, 2017

Amended by the Student Development and Activities Division Meeting on February 6, 2018

Amended by the Student Development and Activities Division Meeting on October 2, 2018

Amended by the Student Development and Activities Division Meeting on August 28, 2019

Amended by the Student Development and Activities Division Meeting on March 7, 2023

一、開放時間

全日24小時開放，國定假日休息。

1. Opening hours

Open 24 hours a day, closed on national holidays.

二、服務對象

本校教職員生。

2. Eligible users

Faculty, staff, and students of the University.

三、進入方式

本校教職員生憑證刷卡進入；本校校友及校外人士進入，須有本校人員陪同。

3. Entry

Faculty, staff, and students of the University may enter the facility by scanning their university ID card; alumni or individuals from outside the University must be

accompanied by a university member.

四、使用規範：

- (一) 本空間以團體討論優先使用為原則，禁止靜態活動及個人使用，如：K書、睡覺，且禁止以物品佔用位置。
- (二) 音量以不影響宿舍安寧為最高原則。空間內請各團體自治溝通，必要時可請管理單位協調。
- (三) 可攜帶白開水，禁止攜帶飲料及食物進入。
- (四) 除手機、筆電等有助於討論之用品外，禁止使用其他高功率電器。
- (五) 私人物品不得放置本空間，應自行保管，如有遺失，概不負保管責任。
- (六) 使用者應維護空間清潔，禁止留置垃圾於本空間內，各項器材不得有污損之行為。
- (七) 未經同意不得擅自移動及私自架設各項器材。如公共器材受損，應負損壞修復或賠償責任。
- (八) 嚴禁以任何物品影響門禁設備運作。
- (九) 如有違反本須知規定，警告一次，第二次起停權半年至一年，情節嚴重時，通知駐衛警處理，依學校相關規定懲處。
- (十) 下列情形本空間得由學生事務處學生活動發展組(以下簡稱本組)與社團聯合會協調後，公告暫停開放：
 1. 使用者影響宿舍居民安寧，遭宿舍管理單位檢舉。
 2. 使用者缺乏公德心導致場域髒亂或公物毀損。
 3. 特殊活動確有必要使用本空間(事前一週公告)。
 4. 本空間有安全疑慮或進行修繕需要。
- (十一) 遺失物招領程序：
 1. 本組不定時派員巡視本空間，如有私人物品留置於本空間，使用者離座逾三十分鐘，將統一收納至本組辦公室暫時保管，不負物品資料毀損之賠償責任，逾一日未被領回，即依遺失物招領程序處理。
 2. 本組應將遺失物登記，如知悉遺失人、所有人或其他有受領權之人，應於知悉五日內通知領回；如無法知悉，應於本組網頁公告招領。
 3. 遺失物經通知有受領權人後逾六個月未領回，或經本組公告招領逾六個月，未有受領權人認領時，由本組逕行處理或變賣之。
 4. 遺失物經有受領權之人認領時，本人應攜帶身分證或足資辨識身分之證件至本組領回，並填具遺失物領據。
- (十二) 管理單位
平日上班 08:00~17:00 洽學生活動發展組 分機50360
平日夜間 17:00~22:00 洽當值工讀生(芸青軒第二會議室門口公告)
假日 08:00~22:00 洽當值工讀生(芸青軒第二會議室門口公告)
深夜時段 22:00~08:00 請駐衛警察隊協助

4. Conduct and regulations

- (1) Group discussions are prioritized in this room; quiet and solo activities such as studying and sleeping are prohibited. Occupying a seat with personal belongings is also prohibited.
- (2) The volume shall be kept low enough so as to not disturb the student dormitory. Each group should communicate and cooperate autonomously for the space in the discussion room; the management unit may be asked to interfere if necessary.
- (3) Apart from water, beverages and food are prohibited.
- (4) Apart from devices such as cellphones and laptops that are helpful to discussions, high-powered devices are prohibited.
- (5) Users are responsible for the safekeeping of their personal belongings; the management unit of the discussion room shall not be held responsible for any missing items.
- (6) Users must maintain the cleanliness of the discussion room; leaving trash behind and damaging the facilities are prohibited.
- (7) Moving or installing equipment without authorization is prohibited. Damage to the communal equipment must be repaired or compensated accordingly by the person who caused the damage.
- (8) Disruption of the operation of access control is strictly prohibited.
- (9) Any individual who violates the regulations may be asked to leave the premises and may be suspended from using the discussion room for between six months and one year; in the case of a serious offense, the Campus Security Squad may be asked to handle the affair, and relevant school regulations or laws may be applied.
- (10) The discussion room may be temporarily closed upon the resolution of a meeting with the Student Development and Activities Division (hereinafter referred to as "SDAD") and the United Clubs Association under the following circumstances:
 - i. The dormitory management unit has reported that users of the discussion room have disturbed the tranquility of the dormitory.
 - ii. Users who lack civic-mindedness and cause the environment to become dirty or public property to be damaged.
 - iii. The venue is needed for a specific event (an announcement will be made a week prior to the event).
 - iv. Security concerns exist or repairs are required.
- (11) Lost and Found Procedures
 - i. SDAD will periodically send personnel to inspect the space. If personal

items are left in the space and the user is away for more than thirty minutes, the items will be temporarily kept in SDAD's office. SDAD will not be responsible for any damage to the items, and if the items are not claimed within one day, the Lost and Found Procedures will be followed.

- ii. SDAD shall register the lost items. If the owner or any other person with the right to claim the items is known, they shall be notified to claim the items within five days. If the owner or any other person with the right to claim the items cannot be identified, a notice shall be posted on SDAD's website for the items to be claimed.
- iii. If the lost items are not claimed by the owner or any other person with the right to claim the items after six months of notification, or after six months of posting a notice on SDAD's website, SDAD shall dispose of or sell the items.
- iv. If the owner or any other person with the right to claim the items claims the lost items, the person should bring their ID or any other identification document that is sufficient to identify their identity to SDAD to claim the items, and fill out a Lost and Found Receipt.

(12) Management

Daytime	8:00 – 17:00	SDAD ; extension 50360
Nighttime	17:00 – 22:00	The assistant on-duty (according to the announcement on the door of conference room 2 in Student Activity Center II)
Holidays	8:00 – 22:00	The assistant on-duty (according to the announcement on the door of conference room in Student Activity Center II)
Late-nights	22:00 – 08:00	Please seek the assistance of the Campus Security Squad