

# 國立成功大學生物科技中心場地空間管理要點

## National Cheng Kung University Center for Bioscience and Biotechnology Guidelines for Managing Venue Space

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一、國立成功大學（以下簡稱本校）生物科技中心（以下簡稱本中心）為有效管理本中心所屬場地空間（以下簡稱本場地空間），以符合使用者付費原則，特依本校場地設備收支管理辦法及本校數位門禁管理作業要點，訂定本要點。

### Article 1

National Cheng Kung University (hereinafter referred to as “NCKU”) Center for Bioscience and Biotechnology (hereinafter referred to as the “Center”) establishes these Guidelines to effectively manage the Center’s venue space (hereinafter referred to as the “Venue Space”) and to comply with the user-pays principle according to the NCKU Regulations for Managing Venue and Equipment Revenue and Expenditure and NCKU Guidelines for Managing Digital Access Security Control.

二、本要點所稱本場地空間，係指本校力行校區生物科技教學大樓十一及十二樓之場地空間。

### Article 2

The Venue Space described in these Guidelines shall mean the venue space at eleventh floor and twelfth floor of the Bioscience and Biotechnology Building at Li-Hsing Campus of NCKU.

三、本場地空間以提供協助本中心所負責推動業務之需求為範圍。

### Article 3

The Venue Space is provided for the purpose of satisfying the business promotion needs of the Center.

四、本場地空間之租借場地費用（含管理服務費）收費標準，分為下列兩類：

（一）長期租借：每坪每月新臺幣(下同)700元。每次租借以一年為原則。

（二）會議室租借：分為全時段(8時至17時)及部分時段(8時至12時及13時至17時)。大會議室全時段5,000元、部分時段3,000元；小會議室全時段2,500元、部分時段1,500元。

校內及校外單位長期租借本場地空間，應於進駐前簽妥場地租借切結書，水電費另計。租借單位應於進駐當月，預先繳交一年份場地費用。

校外單位長期租借本場地空間，應與本中心簽訂契約，簽請校長核定，依法公證後生效。公證費用由租借單位負擔。

### Article 4

The venue rental fee (including management service fee) collection standard of the Venue Place is divided into the following two categories:

- (1) Long term rental: NT\$700 per ping per month. Each time of rental shall be for a period of one year in principle.
- (2) Conference room rental: It is divided into full period (from 8:00 to 17:00) and partial period (from 8:00 to 12:00 and 13:00 to 17:00). For large conference room, the rental fee is NT\$ 5,000 for full period and NT\$ 3,000 for partial period. For small conference room (or meeting room), the rental fee is NT\$ 2,500 for full period and NT\$ 1,500 for partial period.

For campus and off-campus units planning to rent the Venue Space for a long term, it is required to sign the Venue Space Rental Declaration before stationing, and utility fees shall be paid separately. The Tenant shall pay the venue fee for a period of one year in advance on the month of stationing. For long-term rental of the Venue Space by off-campus unit, the off-campus unit shall sign a contract with the Center, which shall be signed and approved by the President and shall become effective only after notarization according to the law. The notarization fee shall be borne by the Tenant.

五、本場地空間租借收入提成及分配原則：

- (一) 校內單位租借本場地空間，由該項收入總額提成百分之二十為校管理費，其餘百分之八十由本中心統籌運用。
- (二) 校外單位租借本場地空間，應於該項收入總額扣除相關稅賦後，提成百分之二十為校管理費，其餘百分之八十由本中心統籌運用。

#### Article 5

Principle for the profit drawing and distribution of the Venue Space rental income:

- (1) For the rental of the Venue Space by campus units, 20% of the total rental income is drawn as the university management fee, and the remaining 80% of the total rental income is for the management and use by the Center.
- (2) For the rental of the Venue Space by off-campus units, after deducting relevant taxes from the total rental income, 20% of the total rental income is drawn as the university management fee, and the remaining 80% of the rental income is for the management and use by the Center.

六、場地費用之繳交：

- (一) 長期租借：租借單位應於收到本中心通知後 15 日內，繳交一年份場地費用，逾時未完成繳費者，停止進出資格；經催告仍未繳費者，終止空間使用權，租借單位應將租借場地回復原狀，無條件交還本中心。
- (二) 會議室租借：租借申請經核可後，租借單位應於活動舉辦日 3 日前，繳交場地費用。本中心相關會議如有使用租借場地之必要，本中心得無條件取消租借。

校外單位長期租借本場地空間，本中心依稅法相關規定，繳交相關賦稅，於辦理入帳時合併申報。

#### Article 6

Payment of venue fee:

- (1) Long term rental: Within fifteen days after receiving a notice from the Center, the Tenant shall pay the venue fee for a period of one year. For any delay of payment beyond such time-limit, the qualification to access the Venue Space shall be suspended. When the payment is still not made after the request for payment, the right to use the space shall be terminated, and the Tenant shall restore the Venue Space back to its original state and return to the Center unconditionally.
- (2) Conference room rental: After the rental application is approved, the Tenant shall pay the venue fee three days before the event organization date. Where relevant meetings of the Center require the use of the rental place, the Center may cancel the rental to others unconditionally.

For long-term rental of the Venue Space by off-campus unit, the Center shall pay relevant taxes according to relevant provisions of the tax law, and such tax is consolidated for declaration during the account entry.

七、長期租借本場地空間者（會議場室除外），其電費依各單位使用空間之實際用電量，每月按比例分擔。場地水電費每半年核算一次，租借單位應依本校規定之繳款方式完成繳款。

#### Article 7

For long-term rental of the Venue Space (excluding conference rooms), the electricity fee incurred according to the actual power consumption of the space used by each unit shall be shared proportionally on a monthly basis. The utility fee of the venue is settled once semi-annually, and the Tenant shall complete the payment according to the payment method specified by NCKU.

八、本中心所屬相關單位舉辦之學術性或重要集會活動，以不收費為原則。但活動性質有對參加學員收取費用者，應依本要點第四點所訂標準收費。如有特殊情形者，經專案簽請本中心中心主任核可後，場地費用得酌予優待或予以免除。

#### Article 8

For academic or important gathering activities held by relevant units of the Center, no payment is to be collected in principle. However, for activities where fees are received from participating students, payment shall be collected according to the standard specified in Article 4 of these Guidelines. For any special condition, after an application is submitted to the Supervisor of the Center for signing approval, the venue fee may be discounted or exempted.

九、長期租借本場地空間者除就現有環境空間得整修外，不得任意改建、增建、新建或裝潢地板等，並應善盡安全維護管理責任。

#### Article 9

For long term rental of the Venue Space, except for the renovation and repair of the current environmental space, any arbitrary reconstruction, additional construction, new construction or floor renovation etc. is restricted, and the Tenant shall fulfill the safety and maintenance management responsibilities with due care.

十、長期租借本場地空間者，應符合學校用地相關規定及切結之用途使用，並不得將租借空間轉借、供借貸或設定任何權利關係。

#### Article 10

For long term rental of the Venue Space, the rental shall comply with the relevant regulations for use of school space and the purpose of use declared. In addition, the Tenant shall not sublease, mortgage or set any rights on the rental space.

十一、長期租借本場地空間者，如租期屆滿或本中心因發展有使用租借場地之需要，本中心將提前一個月通知租借單位，租借單位即應將所租借空間回復原狀，無條件交還本中心，已繳之租金按比例退還。

#### Article 11

For long term rental of the Venue Space, in the event that the term of rental expires or the Center requires the use of the rental venue due to development needs, the Center shall inform the Tenant one month in advance, and the Tenant shall restore the rental space back to its original state and return to the Center unconditionally. In addition, the rent already paid shall be returned proportionally.

十二、長期租借本場地空間者，於租借期間所生之維護費或其他一切相關費用，如稅賦、罰鍰等，概由租借單位負擔。

#### Article 12

For long term rental of the Venue Space, all maintenance fees or other relevant fees incurred during the rental period, such as taxes and penalties, shall be borne by the Tenant.

十三、本場地空間變更使用時，應配合本校校園地理資訊系統之建置，上網修正相關空間屬性資料，包括空間名稱及使用人等。如有涉及隔間之存廢或調整，須簽請校部核准。

#### Article 13

For any change of use of the Venue Space, it is necessary to cooperate with the establishment of the campus geographic information system of NCKU and to correct relevant spatial attribute data, including space name and user etc. In case where such change involves the preservation, discard or adjustment of partitions, it shall be reported to relevant university departments for approval.

十四、本場地空間實施全天門禁管制，進出應刷門禁卡，申請程序如下：

- (一) 校內單位應填具本中心「門禁開通申請表」，向本中心申請開通。
- (二) 校外單位應依本校數位門禁管理作業要點，向駐衛警察隊申請臨時門禁卡後，填具本中心「門禁開通申請表」，向本中心申請開通。
- (三) 申請人或單位須檢附完成實驗室一般安全衛生教育課程證書，始得提出門禁開通申請。
- (四) 申請人或單位應妥善保管門禁卡，如有遺失、離職或無需使用該卡情形者，應即向本中心申請刪除權限，未刪除權限而遭冒用所衍生之法律問題，由申請人或單位及長期租借單位計畫主持人自行負責。
- (五) 90 天無進出紀錄之門禁卡，進出本中心權限將予停止。
- (六) 本中心採實名制刷卡進出，轉借他人門禁卡者，停止進出資格 90 天。

#### Article 14

Whole-day access security control is implemented on the Venue Space, and card reading is required to access the space. The application procedure is as follows:

- (1) Campus units shall fill out the “Access Security Permission Application Form” of the Center in order to apply for security permission with the Center.
- (2) Off-campus units shall apply for temporary access security card with the Campus Security Squad Division according to the NCKU Guidelines for Managing Digital Access Security, followed by filling out the “Access Security Permission Application Form” of the Center in order to apply for security permission with the Center.
- (3) Applicants or applying units shall enclose the Laboratory General Safety and Health Education Course Certificate completed in the application in order to apply for the access security permission.
- (4) Applicants or applying units shall keep the access security cards under custody properly. In case of loss of card, resignation or no longer use of the card, it is necessary to apply for the cancellation of the authority with the Center. For any legal issues arising from fraudulent use of cards due to non-cancellation of the authority, the applicants or applying unit and the principal investigator of the long-term rental unit shall bear the liability solely.
- (5) When an access security card has no access records for ninety days, the authority to access the Center may be suspended.
- (6) The Center adopts the real name system for card reading to access the Center. For any one lending his or her access security card to others, his or her access qualification shall be suspended for ninety days.

十五、租借單位使用本場地空間期間，應遵守本校相關安全、環境清潔及維護等管理規定，並參與相關教育訓練及遵守防疫準則。

租借單位如違反前項規定，長期租用者不得進出租用場地 90 天、會議室租借者暫停租借資格 90 天。長期租借單位如違規達 3 次以上，終止空間使用權，場地費用不予退還。

#### Article 15

During the period of use of the Venue Space, the Tenant shall comply with management regulations

related to safety, environmental cleanness and maintenance of NCKU, and shall also participate in relevant educations and trainings as well as comply with the epidemic prevention rules. In case where the Tenant violates any provisions of the preceding paragraph, the Tenant of the long term rental shall be restricted from accessing the rental venue for ninety days, and the qualification of Tenant of the conference room rental shall be suspended for ninety days. Where the Tenant of long term rental violates the provisions for more than three times, its right to use the space shall be terminated, and the venue fee shall not be returned.

十六、 本要點如有未盡事宜，依本校相關規定辦理。

#### Article 16

Any matters not specified in these Guidelines shall be handled according to relevant regulations of NCKU.

十七、 本要點簽請校長核定後實施，修正時亦同。

#### Article 17

These Guidelines shall be reported to the President for approval before implementation. The same requirements shall be applied to amendments of these Guidelines.