

# NSYSU Regulations for Venue-Booking: Linden Square and Surrounding Venues

History of Amendment and Approval:

Student Affairs Division Meeting of 2012-Academic Year on 08-05-2012  
2<sup>nd</sup> Student Affairs Division Meeting of 2015-Academic Year on 13-05-2015  
1<sup>st</sup> University Administration Coordination Meeting of 2015-Academic Year on 16-06-2015  
10<sup>th</sup> University Administration Council Meeting of 2015-Academic Year on 24-06-2015  
6<sup>th</sup> Student Affairs Division Meeting of 2018-Academic Year on 12-12-2018  
2<sup>nd</sup> University Administration Council Meeting of 2018-Academic Year on 20-02-2019

1. The regulations are established for effective management of Linden Square and surrounding venues and for maintaining of the working environment of education research and administrative departments in the area while satisfying the needs of event holding by University departments or offices.
2. The applicable venues of these regulations include the Linden Square and the corridors by the Science/Engineering and Social Science/Management Buildings.
3. The venues shall be open to booking by NSYSU faculty/staff/students only and are not open to booking by extramural organizations.
4. The approval or rejection of venue booking is decided by the managerial office, which is the Extracurricular Activities Division in the Office of Student Affairs.
5. To book a venue, the application shall be submitted seven days before the actual event. Log into the Venue Booking Management System and print out the application form, acquire the signature of the chair or director of the applying department (office) and submit the application at the Extracurricular Activities Division, Office of Student Affairs. The application is only valid after it has been approved.
6. The managerial office has the right to terminate the use of the venue shall any of the following take place:
  - (1) The event breaches of any law and regulation, or the possibility of impairing public safety.
  - (2) The event inflicts damages of the venue, building or equipment.
  - (3) The users of the venue or the usage differs from that stated in the application.
  - (4) The event exceeds the time limit or the area of the event exceeds the booked area, infringing other people's rights
7. The users who booked the venue shall restore it to the original condition after use.
8. No amplification equipment is to be used except for the time between noon and 1 p.m. For large events that have such demands, separate applications are required.
9. If any organization/department/user shall breach the regulation and show no sign of

improvement or change after warnings are issued, the right of usage of the venue will be ceased, and the user is not allowed to book any venue for a year. If there are damages to buildings and equipment or failure to clean up the venue, the managerial department is entitled to request for cleaning or repair fees.

10. The regulations should be practiced after being passed by the University Administration Council Meeting and approved by the president of the University. The same procedure shall apply to future revisions or amendments.