

學生活動中心場地管理辦法

Procedures for the Administration of Student Activity Center Venues

91年5月23日學務會議修正通過

100年6月16日學務會議修正通過

103年6月9日學務會議修正通過

Revised and passed at the Student Affairs Committee Meeting on May 23, 2002.

Revised and Passed at the Student Affairs Committee Meeting on June 16, 2011

Revised and Passed at the Student Affairs Committee Meeting on June 9, 2014

第一條 為鼓勵學生參與社團活動，充分利用活動中心場地設備，提高學生群育活動之目的，特依據本校「學生自治規則」第八條之規定，制定本辦法。

These procedures were established to encourage students to participate in club activities, make good use of spaces and facilities in the Student Activity Center and to promote teamwork among students in accordance with Article 8 of General Provisions for Student Government, Ming Chuan University.

第二條 本辦法所指活動中心包括：社團辦公室、小型展覽區、休閒區、社團專業教室、電腦室、康樂室、舞蹈練習室、表演中心、器材室等專供學生社團活動之區域。

The Activity Center designated in these procedures refer to spaces designated for student club activities, including club offices, the small exhibition area, the recreation area, club professional classrooms, computer rooms, the recreation lounge, the dance practice room, the performing center, and the equipment room.

第三條 本中心特種教室（如舞蹈練習室、社團辦公室、器材室、社團會議室等），得由相關社團負責管理並訂定使用與管理規定，不得與本辦法規定相抵觸。

All special rooms of the Activity Center (such as the dance practice room, club offices, the equipment room, and the conference room) are managed by the respective clubs, and clubs are responsible for establishing management rules for using the rooms. Management rules may not conflict with any articles outlined in these procedures.

第四條 活動中心社團空間之分配、規劃，考量社團發展與活動需要由學務處統一負責。

Considering club development and needs for activities, the Student Affairs Division is responsible for integrated allocation of and plans for the use of club space in the activity centers.

第五條 社團辦公室使用每二年定期召開「社團辦公室分配會議」檢討，但因社團有下列情形之一者，於該學期結束時遷出中心。

一、社團評鑑成績不及格者，經限期未予改善者。

二、對社團辦公室財產未善盡保管之責，因而遺失或損毀不予賠償修復者。

三、社團辦公室內凌亂，未供社團正常使用，經議會評定連續二個月不及格，後經課指組限期改善仍未改正者。

The use of club offices is to be reviewed every two years at a meeting of the Club Office Distribution Committee; clubs with any one of the following conditions must move out of the activity center by the end of the current semester:

1. The club's average evaluation score is below passing and the club fails to make improvements before the designated deadline.
2. The club has not fulfilled its responsibility to properly manage public property, and has not made compensation for damaged or lost items.
3. The club has not tidied its office for regular use, has not passed the Student Council evaluation for two consecutive months and fails to correct the situation before the designated deadline set by Extracurricular Activities Section.

第六條 活動中心場地開放時間：

一、學期中：週一至週五，每日〇九：〇〇——二二：〇〇。

二、假期中：自放假之日起至註冊之日止，配合學校行政單位上、下班時間開放。

三、例假日在一(含)日以上，中心各活動教室、場地暫停借用。如經批准且屬全校性之活動者不受前二項條文之限制，但於寒暑假期間，其活動時間應配合本校上下班時間。

Opening hours of the Activity Center:

1. During the semester: 09:00 to 22:00, Monday-Friday.
2. During vacations: From the beginning of the break until registration day, the opening hours are the same as office hours for administrative units.
3. The use of all activity rooms and venues in the Activity Center is suspended during official holidays. Approved university-wide activities are not restricted by the preceding two rules, but are restricted to administrative office hours during summer and winter vacations.

第七條 活動中心場地清潔維護，依下列規定辦理：

一、各社團辦公室應自行負責維護，特種活動教室由各負責社團維護。

二、各活動教室及場地，社團活動完畢後應負責清理，使用場地之社團應負最後清潔管理之責。

三、各社團對活動中心內場地之門窗、桌椅、地面，每月至少負責清潔一次。

四、學生議會應對各社團辦公室，特種活動教室，每學期定期稽核使用情形作成紀錄公布，並送課指組為社團評鑑重要參考資料，議會稽核要點由議會訂定送學務處核備後公布。

The cleaning and maintenance of all venues of the Activity Center are to be dealt with in accordance with following rules:

1. Every club is responsible for maintaining its own office. Special activity rooms will be maintained by the clubs responsible for them.
2. Activity room and venues: Each club which holds an activity is responsible for tidying up the venue after the activity.
3. The doors, windows, tables, chairs and floors of all Activity Center venues must be cleaned at least once per month.
4. Student Council should regularly inspect all club offices and special rooms, post a notice of the results every semester and submit it to Extracurricular Activities Section as important reference for club evaluation. Relevant procedures for the inspection

should be established by the Student Council, submitted to Student Affairs Division for filing and reference, and then announced.

第八條 社團活動場地之借用程序：

- 一、於活動十日前向學務處課指組申請使用登記，提出活動內容報告及場地申請表，經核准後方能使用場地。
- 二、場地使用結束後，需經清潔場地與復原工作，並將所借用之設備器材完整歸還，如有場地與設備毀損或遺失者，應照章賠償。
- 三、有違反上項規定不予賠償者，該社團停止使(借)用一學期。
- 四、特種教室之借用，須先向保管社團洽商，經同意後向學務處課指組提出活動申請，核准後得使用。

The borrowing procedures for venue use:

1. The club must register with the Extracurricular Activities Section ten days prior to the activity by submitting an activity report and venue application form. The club is allowed to use the venue only after the application is approved.
2. At the end of the activity, the club should properly tidy the venue and return it to its original condition. All borrowed equipment should be returned. If anything is damaged or lost, the club must compensate for the cost.
3. Any club which violates the preceding rule and does not pay for the compensation will forfeit its right to borrow anything for one semester.
4. The club which manages the room should be directly contacted for use of special rooms. After obtaining consent, the borrowing club should submit the activity application form to the Extracurricular Activities Section. The special room may be used after the application is officially approved.

第九條 社團辦公室使用與管理維護規定：

- 一、社團辦公室之分配，由學務處課指組於每學年社團評鑑後，定期召開各社團負責人會議，按各社團年度評鑑成績評選後，由學務處召開「社團辦公室分配會議」重新檢討分配。
- 二、共同使用同一辦公室之社團，應由學務處課指組指定一負責社團，以負該室公有財產保管之責。

The use and management rules of club offices:

1. After the club evaluation every academic year, the Extracurricular Activities Section must periodically call a meeting of club leaders to discuss the distribution of club offices according to their evaluation scores. The results of the discussion must be submitted to Student Affairs Division for review and re-distribution at a meeting of the Club Offices Distribution Committee.
2. When multiple clubs use the same office, one responsible club must be designated by the Extracurricular Activities Section to manage all public property in the office.

第十條 社團活動場地使用應遵守事項：

- 一、學生活動中心範圍僅限於一樓及地下室，非與住宿有關之社團活動，嚴禁進入二樓以上宿舍區。

- 二、活動中心內嚴禁違規使用及放置具危險性、有礙衛生、煙酒及具易燃性之物品。
- 三、不得於中心內炊煮食物，及類似之訓練活動，亦不得使用校方禁止之電器，嚴禁喝酒、具賭博性之活動及抽煙。
- 四、多社團使用之辦公室內，各社團應明顯標示社團位置名牌。
- 五、在公佈欄內張貼標語海報應力求整潔劃一，並於活動結束後自行去除。
- 六、晚間二一：三〇分開始清場，各社團辦公室應關好門窗及電燈方可離去，嚴禁有人停留或住宿。
- 七、各社團辦公室應安排協調連絡人員時間表，以便因公接洽之用。
- 八、活動教室及場地，社團借用每週以不超過四小時為原則，如使用當日前仍無登記使用者，不受此限制。
- 九、活動中心所屬設備、器材，除依規定申請舉辦活動外，未經允許不得擅自攜離中心，如有遺失，照價賠償。

All clubs should comply with the following rules when using an activity venue:

1. The Student Activity Center is limited to the first floor and the basement. Entering the dormitory area or carrying out club activities that do not relate to dormitory on the second floor or above is strictly prohibited.
2. Use or storage of dangerous, contaminating, or combustible goods as well as cigarettes and alcohol is strictly prohibited in the Student Activity Center.
3. No cooking of food or similar activity is allowed inside the center. Use of electrical equipment not approved by the university is also prohibited. Drinking alcohol, gambling, and smoking are strictly prohibited inside the centers.
4. If there are multiple clubs using the same office, each club must clearly mark its position within the office.
5. Clubs must keep bulletin boards looking clean and neat when posting slogans and posters. Each club is responsible for removing their posters once their activity is over.
6. The clearing of the Center starts at 21: 30; each club must close the doors and windows and turn off the lights in their office before leaving. Staying past the permitted hour or living in the center is strictly prohibited.
7. Every club must arrange and coordinate the schedule of its contact personnel to take care of necessary affairs.
8. In principle, the use of the activity room and venue is limited to four hours per week for each club. The club will not be limited by this regulation if no one else registers to use the room and venue on the day of the activity.
9. Without advance permission, none of the center's furnishings or equipment may be removed from the Center. Compensation must be made for any lost items.

第十一條 各社團使用活動中心場地應確實遵守使用規定，善盡義務，社團活動未依規定違規使用，除通知限期改善外，並將違規事項納入社團評鑑與社團辦公室分配之重要參考資料。

All clubs should comply with relevant procedures and fulfill their duty when using any Activity Center venue. The Center will notify users of any violations noted, improvements required and a deadline. Violations will be recorded as important reference for club evaluation and club office distribution.

第十二條 本辦法經學生議會、學務會議通過，校長核定後實施，修正時亦同。

Upon being passed at the Student Council, Student Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.