

Yuan Ze University Fitness Center Venue Rental Regulations

2021.01.27 Passed in the 13th Administrative Meeting of the 2020 academic year

- Article 1. The Fitness Center (hereinafter referred to as the Center) has formulated these regulations (hereinafter referred to as the Regulations) to manage the renting of various sports venues and classrooms in the Center.
- Article 2. The venues of the Center can be rented to institutions, companies, and ordinary natural persons for the purpose of sporting events or non-sporting events with the consent of the Center. The rental period must meet the specified number of hours as stated on the venue rental fee table.
- Article 3. Operating conditions permitting, venues available for rental at the Center include: The 1F recreation area, 1F swimming pool (three lanes), 2F cardio fitness area, 2F muscle fitness area, 3F multi-function PE classroom.
- Article 4. If the Center needs a venue to be returned due to special circumstances, it should notify the original renter to give up or return the venue at least 14 days before the date of use. However, this does not apply in case of an emergency. In the case of the preceding paragraph, the renter may request the return of any fees paid but may not object or request compensation.
- Article 5. The standard rental fees are as follows, although actual fees are still subject to negotiation with the Center's handling officer:

- I. Rental period: Venues may only be rented during the Center's opening hours.
- II. Standard fees and usage:
 - (I) Rental periods are calculated in units of four hours; if the venue is used for under a full unit, fees will be rounded up to the next unit.
 - (II) Fees:

Area	Facility maintenance fee	Electricity fee
1F recreation area	NT\$2000	NT\$400
1F swimming pool	NT\$6000	NT\$3200
2F cardio fitness area	NT\$3600	NT\$800
2F muscle fitness area	NT\$4000	NT\$1200
3F multi-function PE classroom	NT\$3200	NT\$800

- The prices listed in this table are for renting venues for events. This table does not apply to individual rental activities for the general public.
- Only three lanes of the 1F swimming pool are available for rent.
- When venues are rented for non-working hours and the renter requires the University's support or the Center's staff to operate equipment, the renter shall pay for the meals and overtime of the service staff.

- (III) Security deposit: Regardless of the rental period, the security deposit shall be twice the fee of a rental period. The deposit shall be paid before the event, when the contract is signed, and will be refunded without interest once the Center confirms that there is no damage after the venue is returned.
- (IV) Those who rent a venue on a regular basis will be handled on a special project basis.
- (V) Renters are required to independently purchase personal accident insurance (not public liability insurance) for event participants and submit a copy of the policy to the Center for filing.

III. Refund policy:

(I) Facility maintenance fee:

1. Cancellations made 3 days (inclusive) in advance, counting from the day before the rental date, will receive a full refund.
2. Cancellations made 2 days (inclusive) in advance, counting from the day before the rental date, will receive a 50% refund.
3. Cancellations made 1 day prior or on the day of the rental period will not be issued a refund.
4. If the rental is canceled due to natural disasters or force majeure events, a written application stating the reasons for cancellation may be submitted to the Center for a full refund.

(II) Electricity fee: Will be fully refunded if electricity is not used.

(III) Security deposit: Will be fully refunded once the Center confirms that the venue has been completely restored to its original condition and that there is no damage or shortage of equipment after the venue is returned.

Article 6. Rental process

- I. After receiving the rental information, a notice will be sent to the renter requesting payment of the facility maintenance fee and electricity fee 14 working days before the rental date. Those who apply to rent a venue on short notice must pay the fees on the day they receive the notice.
Failure to pay on time will automatically result in the rental agreement becoming void, and the renter may not object.
- II. The renter will only be eligible to use the venue after the Center has approved the application.
- III. The renter shall borrow keys to the venue from the Center on the rental date. If the rental period falls outside of opening hours or on holidays, the renter shall borrow the keys during working hours.
- IV. After using the venue, the renter shall immediately restore it to its original condition and notify the Center for inspection. If the rental period falls outside of opening hours or on holidays, the renter shall notify the Center for inspection during working hours.

Article 7. Venue usage rules

- I. The renter shall take good care of the space and equipment. If there are any damages resulting from improper use, the renter shall be liable for compensation or repairs.
- II. Any posters or other promotional materials shall be placed in designated locations using designated posting methods. Double-sided tape and glue are not allowed. If there are any stains on the walls, table tops, floors or other fixed surfaces resulting from improper use of glue, the renter will be subject to a cleaning fee of NT\$300-500 per area. Please restore the venue to its original condition after use. If there is any damage that cannot be restored, the renter shall be liable for compensation. After events, all items that do not belong to the Center shall be cleared and moved away on the same day.
- III. The renter is responsible for any expenses regarding venue decoration, catering, etc.
- IV. If the renter sublets the venue to others without permission, if the event taking place at the venue is inconsistent with what was stated in the rental application, or if the event violates laws, regulations, or the Center's rules, the Center may immediately stop the use of the venue. In the case of the preceding paragraph, the renter may not request a refund of the fees paid and shall not be eligible to rent a venue again within one year from the date of application.
- V. The renter shall be responsible for any money, equipment, and documents brought into the Center. The Center is not responsible for any losses or damages thereof.
- VI. In line with the University's information security promotion, the renting unit is not allowed to use products that may endanger national security (such as Chinese software, hardware, and services). If it is discovered that the equipment used has been hacked or could endanger information security, the Center will immediately turn off the power of the device in question and notify the management staff for follow-up processing.

Article 8. The Regulations shall be announced and implemented upon approval from an Administrative Meeting. The same applies to all subsequent amendments.