

# Yuan Ze University Rules for Loaning Sports Equipment

Revised in the Office Affairs Meeting on 2002.9.4  
Revised in the Office Affairs Meeting on 2008.09.02  
Revised in the Office Affairs Meeting on 2009.01.07  
Revised in the Office Affairs Meeting on 2014.06.19  
Revised in the Office Affairs Meeting on 2018.09.05  
Revised in the Office Affairs Meeting on 2021.06.18

Article 1 These Rules are formulated according to Paragraph 3, Article 4 of the “Yuan Ze University Sports Facilities Management Measures”.

Article 2 Yuan Ze University faculty and students may loan sports equipment from the Yuan Ze University Physical Education Office during office hours.

Article 3 Application Procedures

- I. Loaning for physical education classes
  - (I) The equipment should be loaned from the Equipment Room 10 minutes before the start of class, and returned within 10 minutes of the end of class.
  - (II) Fill in the loan log form in detail when loaning equipment.
- II. One-day loan
  - (I) Loaning equipment is not allowed during physical education classes.
  - (II) Fill in the loan log form in detail when loaning equipment. Faculty and staff must show their faculty or staff ID when loaning equipment, and students must provide one student ID card as collateral when loaning equipment.
  - (III) Loaned equipment must be returned on the same day, and must be cleaned by the borrower. Late returns will be subject to a fine of 10% of each item’s procurement cost per day, with a 3 day grace period. The fine of 10% of each item’s procurement cost per day will begin to accrue starting from the 4th day (and will include the first 3 days), up to a maximum of the full procurement cost for each item.
- III. Short-term loan
  - (I) The borrowing unit must fill out a loan application form one week before a competition or activity, and must pay a deposit of at least NT\$3000 (to be decided based on the value of the loaned equipment). Loaned equipment must be returned within 1 day after the end of the activity. After it has been confirmed that the venue has been restored to its original state, the deposit will be returned.
- IV. Equipment rental

The university’s exercise equipment is mainly provided for physical education classes and training by varsity teams. If a unit organizes sports activities that requires renting equipment that is not available from the Equipment Room, then, after obtaining approval from the Physical Education Office, they may deposit the equipment rental fees at the Physical Education Office. The fees are listed in Table 1.

Article 4 The borrower should clean the equipment after using it. If the equipment is damaged or lost, compensation must be paid according to Table 1

Article 5 These Rules shall be implemented upon approval in an Office Affairs Meeting of the Physical Education Office; the same applies to all subsequent amendments.

**Table 1**  
**Physical Education Office Equipment Rental Fee and Compensation Table**

Equipment	Compensation	Rental	Equipment	Compensation	Rental
Basketballs	400 / ball	40 / ball	Volleyballs	380 / ball	40 / ball
Badminton shuttlecocks (practice shuttlecocks)	50 / shuttlecock	5 / shuttlecock	Badminton rackets	950 / racket	95 / racket
Table tennis balls	15 / ball	5 / ball	Table tennis paddles	390 / paddle	40 / paddle
Tennis balls	20 / ball	5 / ball	Tennis rackets	1300 / racket	130 / racket
Badminton net	440 / net	50 / net	Table tennis net (with posts)	880 / set	90 / set
Soccer balls	360 / ball	40 / ball	Numbered jerseys	200 / jersey	20 / jersey
Handballs	200 / ball	20 / ball	Softball bats	1800 / bat	180 / bat
Softballs	50 / ball	5 / ball	Softball bases	1500 / base	150 / base
Softball home bases	500 / base	50 / base	Helmets	500 / helmet	50 / helmet
Softball gloves	1000 / glove	100 / glove	Strike zone indicators	500 / set	50 / set
Golf clubs	600 / club	60 / club	Golf balls	100 / ball	10 / ball
Croquet mallets	1000 / mallet	100 / mallet	Woodball mallets	1250 / mallet	125 / mallet
Yoga mats	550 / mat	55 / mat	Soft mats	600 / mat	60 / mat
Electronic scorekeeping equipment	100000 / set	5000 / set	Extension cords	600 / cord	60 / cord
Digital scorekeeping equipment	30000 / set	3000 / set	Relay baton	550 / baton	50 / baton
Scoreboard (hand flipped)	1000 / set	100 / set	Cones	200 / cone	20 / cone
Market poles	8000 / pole	800 / pole	Tug-of-war ropes	7000 / rope	700 / rope
Long tables	2500 / table	250 / table	Push carts	1950 / cart	195 / cart
Ball baskets	650 / basket	65 / basket	Chalk reels	1490 / set	150 / set
Table tennis tables	10000 / table	1000 / table	Stopwatches	990 / each	100 / each
Starter guns	750 / each	75 / each	Tape measures	300 / each	30 / each