

Yuan Ze University Rules for Use of Sports Facilities

2002.09.04	Revised in the Office Affairs Meeting
2003.03.18	Revised in the Office Affairs Meeting
2004.11.16	Revised in the Office Affairs Meeting
2008.09.02	Revised in the Office Affairs Meeting
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Article 1 These Rules are formulated according to Paragraph 3, Article 4 of the “Yuan Ze University Sports Facilities Management Measures”.

Article 2 Application Procedures

I. Application procedures and fees for YZU events

- (I) Departments organizing competitions or events within the University shall submit an application to the Physical Education Office one week prior to the event date and pay the leasing fee for the venue. When leasing venues, please confirm the use of the venue in advance, fill out the application form, and submit an application to our office. Once the application is approved, pay the necessary fees to the Office of General Affairs (“venue usage fee” and “part-time worker fee” as stated in Attachment 1), hand the receipt to the Physical Education Office, and pay the deposit to complete the leasing process.
- (II) Clubs established with the approval of the University can make an application to the Physical Education Office one week in advance and pay the necessary fees to lease venues for club activities. When leasing venues, please confirm the use of the venue in advance, fill out the application form, and submit an application to our office. Once the application is approved, pay the necessary fees to the Office of General Affairs (“venue usage fee” and “part-time worker fee” as stated in Attachment 1), hand the receipt to the Physical Education Office, and pay the deposit to complete the leasing process. On school days, each club may apply to lease a venue once a week for up to 2 hours each time.
- (III) Department varsity teams can make an application to the Physical Education Office one week in advance and pay the necessary fees to lease venues for practice. When leasing venues, please confirm the use of the venue in advance, fill out the application form, and submit an application to our office. Once the application is approved, pay the necessary fees to the Office of General Affairs (“venue usage fee” and “part-time worker fee” as stated in Attachment 1), hand the receipt to the Physical Education Office, and pay the deposit to complete the leasing process.
- (IV) Only Yuan Ze University students, faculty, or staff are permitted to participate in events held at the leased venues.
- (V) The leasing party is responsible for cleaning up the venue after the event. If the venue is not cleaned properly, the Physical Education Office reserves the right to ban the party from leasing all sports facilities for six months and deduct necessary cleaning fees from the deposit.

II. Application procedures and fees for non-YZU events

- (I) Non-YZU parties may only lease venues if doing so will not affect YZU PE classes and activities. Non-YZU parties leasing YZU sports facilities should submit application and fees forms to the Physical Education Office. Upon approval from the Office of General Affairs, the leasing party must pay the “venue usage fee”, “part-time worker fee”, and “garbage disposal & general water and electricity fees” to the Office of General Affairs, then submit the receipt to the Physical Education Office and pay the deposit to complete the leasing process. The fee standards are listed in Attachment 2.

- (II) The leasing fee shall not be refunded if a leased venue is not used as scheduled. Only the deposit will be returned. In the event that the University requires the venue for other purposes, and as a result the event could not be organized as scheduled or rescheduled, the University shall refund all expenses without interest.
- (III) The leasing party shall restore the venue to its original state after their event, or the necessary fees for cleaning and restoration shall be deducted from the deposit.
- (IV) The fees mentioned in the preceding paragraphs shall be paid to the Cashier's Office of the Office of General Affairs. Aside from the part-time worker fee, which shall be allocated to the Physical Education Office to hire part-time workers, all other fees shall be paid to the university.

Article 3 YZU students, faculty, and staff have priority access to all sports facilities. Non-YZU parties must submit an application according to the rules and be approved to use the facilities.

Article 4 All leasing of sports facilities shall be handled according to the Physical Education Office's management requirements.

Article 5 YZU faculty and staff may use the tennis court for free from Monday to Friday during summer and winter vacations.

Article 6 Large-scale events or long-term leasing require additional approval.

Article 7 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 Sports Facility Leasing Fee for University Events

Venue	Usage fee (NT\$/hr)	Part-time worker fee (NT\$/hr)	Security deposit	Notes
Outdoor basketball court	330	Hourly wages shall be paid based on the current provisions of the Labor Standards Act. (Includes labor and health insurance)	1,000	Leasing fee for one court
Outdoor volleyball court	330		1,000	Leasing fee for one court
Tennis court	330		1,000	Leasing fee for one court
Skating rink	330		1,000	Leasing fee for one rink
Softball field	330		1,000	Leasing fee for one field
Woodball and croquet court	330		1,000	Leasing fee for one court
Gymnasium	495		5,000	Leasing fee for one court
Badminton court	165		2,000	Leasing fee for one court
Table tennis classroom	165		5,000	Leasing fee for one table
Athletic field	1,100		5,000	Leasing fee for the whole venue
Air conditioning fees				
Usage	Summer (June - September)		Non-summer (October - May)	
Full air conditioning	NT\$3,000/hr		NT\$2,500/hr	
Fan mode	NT\$800/hr		NT\$500/hr	
<p>Note 1: Please purchase a top-up card to use lights in outdoor venues.</p> <p>Note 2: Deposits may be waived for events organized by the University's administrative units.</p> <p>Note 3: Only Yuan Ze University students, faculty, or staff are permitted to participate in the events.</p>				

Table 2 Sports Facility Leasing Fee for Non-YZU Events

Venue	Usage fee (NT\$/hr)	Part-time worker fee (NT\$/hr)	Security deposit	Notes
Outdoor basketball court	660	Hourly wages shall be paid based on the current provisions of the Labor Standards Act. (Includes labor and health insurance)	1,000	Leasing fee for one court
Outdoor volleyball court	660		1,000	Leasing fee for one court
Tennis court	660		1,000	Leasing fee for one court
Skating rink	660		1,000	Leasing fee for one rink
Softball field	660		1,000	Leasing fee for one field
Woodball and croquet court	660		1,000	Leasing fee for one court
Gymnasium	990		5,000	Leasing fee for one court
Badminton court	330		2,000	Leasing fee for one court
Table tennis classroom	330		5,000	Leasing fee for one table
Athletic field	2,200		5,000	Leasing fee for the whole venue
Other charges				
Item		Amount	Notes	
Garbage disposal fee + standard water and electricity fees		Charged according to the rules of the Office of General Affairs	Charged by person	
Wages for cleaning staff		\$2,000/person	8 working hours	
Air conditioning fees				
Usage	Summer (June - September)		Non-summer (October - May)	
Full air conditioning	NT\$5,000/hr		NT\$4,500/hr	
Fan mode	NT\$1,600/hr		NT\$1,000/hr	
Note 1: Please purchase a top-up card to use lights in outdoor venues.				