

[Promulgated on October 21, 2021]

**NATIONAL TAIWAN UNIVERSITY**  
**Regulations for the Management of the Zhubei Campus**  
**Soccer Field**

January 16, 2018    Passed by the 2,980<sup>th</sup> Administrative Meeting  
September 28, 2021    Discussed and passed by the 3,103<sup>rd</sup> Administrative Meeting

- Article 1    The National Taiwan University (NTU or “the University”) *Regulations for the Management of the Zhubei Campus Soccer Field* (“the Regulations”) are formulated to regulate the use of the Zhubei Campus Soccer Field.
- Article 2    For the purpose of the Regulations, the scope of the Soccer Field shall encompass the following facilities:
1.    The artificial turf soccer field and its ancillary equipment
  2.    Showering and sanitation equipment
  3.    Storage facilities
  4.    Management office
  5.    Parking lot
- Article 3    The order of priority for using the Soccer Field shall be as follows:
1.    Physical education and related research
  2.    Training of NTU sports delegations
  3.    Activities approved by the University
  4.    Activities organized by NTU faculty, staff, and students
- Article 4    The Soccer Field may be open to the public when not in use for physical education research or sports delegation training.
- Article 5    The Soccer Field’s rental regulations are as follows:
1.    NTU student clubs that wish to rent the Soccer Field must make a reservation by presenting an Office of Student Affairs-approved activity application form and a detailed activity proposal to the Zhubei Campus Preparatory Office (“the Preparatory Office”) one month prior to the scheduled activity date. They shall then pay the necessary venue usage fees at the Cashier Division, the receipt for which shall be submitted to the Preparatory Office to complete the rental process. The provisions herein shall apply *mutatis mutandis* to activities organized by departments, graduate institutes, colleges, administrative units, and NTU faculty and staff clubs. After use, renters shall restore the rented venue to its original condition by the deadline specified on the application.
  2.    Non-NTU units that wish to rent the Soccer Field shall, in principle, submit an application and proposal to the University for approval one month prior to the scheduled rental date. Renters are required to sign a rental contract and pay a down payment in the amount of 30% of the applicable venue usage fee for the given year. A coordination meeting shall be called 14 days prior to the scheduled rental date, wherein a letter of approval issued by the competent agency, a detailed activity

proposal, and other supporting documents shall be submitted for review by the University. Renters shall put down a deposit and pay all outstanding venue usage fees at the Cashier Division one week prior to the scheduled activity date. The amount of the deposit shall be twice the applicable daily rate of the rented venue on the activity date. Following the conclusion of a rental, the deposit shall be returned to the renter without interest upon verification by the University that the rented venue has been restored to its original condition without damage. After use, renters shall restore the rented venue to its original condition by the deadline specified on the application, or the University may hire workers to handle venue restoration and deduct the associated costs from the deposit, deduction to which renters may not object. Furthermore, renters shall be responsible for repairing any damage caused to building structures or facilities, or they shall indemnify the University for the costs. In the activity that the deposit is insufficient to offset the costs incurred, renters are required to make up the difference.

3. A 20% discount on the venue usage fee may be provided for activities organized by NTU clubs, departments, graduate institutes, colleges, and/or administrative units, or activities co-organized by the aforementioned units and a non-NTU unit in which visitors may participate. Other discounts may be granted in extraordinary circumstances pending a special review of the participating entities. A 50% discount may be provided for activities held for public education, social welfare, or other special purposes pending the University's approval. The venue usage fee for sporting activities organized or co-organized by a Ministry of Education-related Hsinchu County Government agency shall be determined via special approval.
4. Payment method: To complete the rental procedures, renters may pay the applicable deposit and fees via wire transfer, check, or in person at the Cashier Division. Failure to complete the necessary procedures by the stipulated deadline will result in the forfeiture of all fees and deposits paid and revocation of venue usage rights.

Article 6 The NTU *Fee Standards for Rentals of the Zhubei Campus Soccer Field* are included herein under Appendix I.

Article 7 NTU clubs, departments, graduate institutes, colleges, and administrative units may be granted a deposit waiver if they wish to rent the Soccer Field for activities exclusive to members of NTU. The Soccer Field is not available for private use.

Article 8 Those wishing to cancel an approved rental after paying the necessary deposit and fees shall submit a cancellation and refund request 14 days prior to the scheduled rental date. Except for the deposit, cancellations submitted beyond the aforementioned deadline will result in the forfeiture of all fees paid, to which the renter may not object. However, deposits and fees paid will be returned without interest in any of the following circumstances:

1. The Soccer Field is rendered unusable on the scheduled rental date due to a force majeure activity.
2. The Soccer Field must be used for other urgent purposes, and the renter is unable to reschedule their a upon being notified.

Article 9 Except due to force majeure or other reasons not attributable to the renter themselves, requests to postpone an approved rental must be submitted to the University in writing 14 days prior to the scheduled rental date. Rentals may not be transferred to third parties without the University's authorization. Each rental may only be postponed once, and approval will only be granted on the grounds that such postponement does not affect the rights of other approved renters. Those who fail to notify the University by the stipulated deadline shall be deemed as having forfeited their right to use the venue and shall be ineligible for a refund.

Article 10 Management may suspend the usage rights of renters who are found to have committed any of the following violations or, if necessary, they may be expelled from the venue altogether. Renters may not raise an objection, seek damages, or request a refund.

1. Using the venue for a purpose that is inconsistent with the activity proposal; disrupting public order or good social custom
2. Using the venue in a way that violates the spirit of education or is detrimental to public welfare
3. Engaging in unlawful or unsanctioned assembly that is detrimental to public order
4. Using the venue for a purpose that is inconsistent with the contents indicated on the activity proposal; transferring the venue to a third party without authorization
5. Causing safety concerns; having caused or is likely to cause damage to the Soccer Field's facilities
6. Engaging in political activities or campaigns for political parties or candidates

Article 11 Users of the Soccer Field's facilities shall comply with the following regulations:

1. Renters shall keep the facilities intact, pay attention to public safety, maintain a sanitary environment, and accept the supervision and directions of venue managers. Smoking, dog-walking, chewing betel nuts, and use of open flames are strictly prohibited.
2. Nails, pilings, spray painting, and engraving are prohibited throughout the Soccer Field.
3. For the sake of safety, firecrackers and fireworks are strictly prohibited throughout the Soccer Field. Violators will be reported to the police and, if injuries are caused, will be held accountable for any resulting damages and criminal liability. Auxiliary facilities such as power supply, lighting, and amplification facilities shall be prepared by the renter, who shall pay attention to electrical safety.
4. Permanent fixtures may not be disassembled or moved.
5. Renters must obtain the prior approval of the Soccer Field for activities involving marketing campaigns, exhibitions, promotions, product sales, setting up ticket booths, or other commercial activities.
6. Renters may not publicize their use of the Soccer Field or print and distribute promotional materials prior to obtaining approval to use the Soccer Field.

7. Items not belonging to the Soccer Field shall be cleared away after use.
8. Renters may not use the Soccer Field for a purpose not indicated on the original application.
9. Renters may not violate other applicable laws and regulations.

For serious violations of the preceding paragraph, the Soccer Field may terminate a rental if the renter refuses to make improvements following a warning. Furthermore, the Soccer Field may deduct costs associated with the repair of damaged facilities or removal of items not belonging to the Soccer Field from the deposit, to which the renter may not object. If the deposit is insufficient, renters shall indemnify the Soccer Field for the difference.

Article 12 When using the Soccer Field, renters shall take the necessary safety measures and shall assume full responsibility in the activity of a public safety incident or other violation.

Article 13 15 percent of revenues generated from rentals of the Soccer Field shall be earmarked as the University's management fees.

Article 14 The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation. Amendments to the Appendix shall be assessed by the managing unit and then implemented following the applicable administrative procedures.

Appendix I NATIONAL TAIWAN UNIVERSITY  
Fee Standards for Rentals of the Zhubei Campus Soccer Field (Unit: NT\$)

Item	Unit	Standard fee per session	
Venue usage fee	NTU units	Free of charge	Free of charge
	Non-NTU units	2,500/two hours	5,000/session
Utilities	NTU/non-NTU units	3,000/two hours	6,000/session
Field lighting (for evening rentals)	NTU/non-NTU units	3,000/two hours	6,000/session

Notes:

1. The available rental sessions are as follows:  
Morning: 8 a.m. – 12 p.m. Afternoon: 1 – 5 p.m. Evening: 6 – 10 p.m.
2. Unless with prior approval, use of the rented venue is only permitted between 8 a.m. and 10 p.m. Early entry will incur a fee of NT\$1,500 per hour, and overtime use will incur a fee of NT\$1,500 per hour during daytime hours and NT\$2,000 in the evening. Partial hours shall be rounded up.
3. Renters shall be responsible for cleaning up the rented venue after use.
4. These standards shall apply mutatis mutandis to time used for venue decoration and restoration before and after an activity.