

# **National Yang Ming Chiao Tung University Regulations Governing Management of Use of the Innovative Creative Technology Co-Working Space Premises, Facilities and Equipment**

Approved at the 111th Academic Year 2nd Advisory Committee Meeting on March 10, 2023

**Article 1. National Yang Ming Chiao Tung University Innovative Creative Technology Co-Working Space (hereinafter referred to as the “ICT”) hereby formulates the Regulations to manage and promote the use of the ICT premises, facilities and equipment effectively for the purpose of teaching, research and service.**

**Article 2. The principles for use and management of the ICT premises and equipment:**

1. The ICT premises, facilities and equipment shall be provided for the purpose of teaching and then research and activities throughout NYCU as the first priority, and shall be made available for the ICT’s courses as the first priority if the same shall be used for the purpose of teaching. The ICT may recover the premises and equipment in the order of the priority and needs, and ask the borrower to re-schedule or cancel the application through negotiation.
2. The borrower shall comply with the following requirements:
  - (1) The borrower shall complete the application for the rental service within three days before the use. The borrower is not allowed to lend the equipment to others without permission. Where the borrower needs to cancel or reschedule the application, he/she shall file the application for cancellation or rescheduling at least one working day before the use. The borrower who fails to do so shall be suspended from the rental service for one month.
  - (2) The application for reservation online may be filed within 14 days only. The rental period shall last for 14 days, and may be renewed for once upon request, provided where another borrower applies for the reservation, no application for said renewal will be allowed.
  - (3) The borrower who fails to return the facilities shall complete the relevant service hours, e.g., for one hour per overdue day, two hours per two overdue days, three hours per three overdue days, so on so forth. The completed service hours may be offset against the number of overdue days. The borrower who fails to complete the service hours is prohibited from borrowing the facilities.
  - (4) Where the rental service is requested for more than one month, the borrower may apply for “long-term use.” The application shall be filed via the system within 14 days prior to the date of rental,

attached with a. the application for long-term rental of equipment; b. proposal (project proposal); c. written undertaking. The facilities shall be returned immediately upon expiration of the rental period to assist with inventory taking.

3. Where the borrower uses the facilities for purposes inconsistent with the contents of the application, or transfers the same privately or against government laws or NYCU's rules, the ICT reserves the right to suspend the rental immediately and no objection may be raised by the borrower. Meanwhile, no further applications from the borrower will be accepted within one year.
4. The borrower shall use the ICT premises, facilities and equipment pursuant to the Regulations. In case of malicious damages or destruction to the premises, the borrower shall be liable for the damages solely and suspended from rental of the premises. Any abnormality, failure or damage of the premises or facilities occurring or found in the process of the use of the same. The borrower who conceals the fact or fails to report the circumstance immediately shall be deemed as having damaged or destroyed the same maliciously.
5. The borrower shall bear the duty and obligation to perfect the access to the premises, facilities and equipment, and restore the original condition of the same and keep them clean whenever he/she finishes the rental.

**Article 3. To maintain the safety of the premises, facilities and equipment, the ICT has installed related surveillance and access control equipment. The borrower and users of the premises, facilities and equipment need to agree to the usage of any video and access data available during the rental period to the ICT for the purpose of maintaining safety.**

**Article 4. Anything not covered herein shall be governed by NYCU's related regulations.**

**Article 5. The Regulations shall be enforced upon approval by the ICT Advisory Committee meeting. The same shall apply to any amendments hereto.**