

National Yang Ming Chiao Tung University Directions for Long-Term Rental of the Innovative Creative Technology Co-Working Space Equipment

Approved at the 112th Academic Year 1st special meeting of the Innovative Creative Technology Co-Working Space Advisory Committee on June 19, 2023

1. Purpose:

National Yang Ming Chiao Tung University (hereinafter referred to as “NYCU”) hereby provides the equipment available for the long-term rental services to promote the integration of equipment into teaching and effective and full utilization of resources, achieve the principles of fair borrowing and effective management and meet NYCU faculty’s and students’ need for long-term rental of the equipment.

2. Eligibility:

NYCU faculty and students who meet the following principles for teaching purposes are allowed to apply for long-term rental of equipment.

- (1) Members of NYCU’s promotional plan organizations.
- (2) To meet the need of the ICT professional field taskforces.
- (3) To meet the need for organization of NYCU’s official affairs and activities.
- (4) To meet the need to instruct students who participate in competitions outside NYCU (the rental period may last until the end of the competitions).
- (5) To meet the need for long-term course teaching (to be determined by the ICT).

3. Reservation method:

- (1) Those who meet the eligibility shall access the “ICT Space Equipment Rental System” to apply for the reservation of the equipment online no later than 14 days prior to rental of the equipment. The relevant fields shall be completed in detail and the long-term rental application form, proposal (project proposal) and written undertaking shall be submitted to the ICT office for related matters. The borrowers may claim the equipment only upon review and approval.
- (2) Where the borrower who has completed the rental procedures cannot use the equipment or complete the cancellation procedure no later than 3 days prior to the activity, the borrower shall be deemed waiving the application and the reservation record shall be canceled. The borrower’s failure to advise said circumstance shall result in suspension of his/her authority for the rental service for one month.

4. Rental period:

- (1) Rental period: The long-term rental service shall last for at least two months

but no longer than one semester each time. The equipment shall be returned at the end of each semester to assist in inventory-taking and inspection of the equipment.

- (2) Renewed rental: The borrower who wishes to renew the rental service shall file an application no later than 14 days prior to expiration of the rental service. The ICT shall take an inventory of the existing equipment to confirm the quantity of equipment available for the long-term rental service. After the equipment is made available for rental, the borrower shall complete the long-term rental service application form, proposal and written undertaking to the ICT for future reference and then may continue to rent the equipment.

5. Requirements to be met when using the rental service:

- (1) Please use the equipment with care and keep it intact during the long-term rental service. To meet the need for large-scale events, teaching and other official affairs of NYCU, if any, the ICT reserves the right to negotiate for recovery of the rented equipment if necessary, and the equipment shall be returned to support the need. Meanwhile, in the case of NYCU's annual inventory, please work with us to take a picture of the equipment as evidence. Where the borrower is proven to violate said requirements, the rental service may be terminated immediately, and the borrower's authority for the rental service shall be suspended for three months.
- (2) The status of the long-term rental service for the equipment shall be reported at the Advisory Committee meeting.

6. Handling of damages and loss:

- (1) The borrower shall be liable for damages resulting from loss of the equipment (including accessories), if any, and the "National Property Management Handbook."
- (2) The borrower shall advise the ICT of any failure in or damage to the equipment voluntarily and the ICT shall submit the equipment to the relevant service contractor for repair and maintenance. In the case of damage caused by factors other than man-made ones during the warranty period, the ICT shall be responsible for dealing with the problem. Where the failure or damage is held by the service contractor or ICT resulting from man-made factors, the borrower shall provide the compensation based on the quotation provided by the service contractor.

7. Handling of violations of the rules of the rental service:

- (1) The borrower who fails to return the equipment within the prescribed time limit and provide the relevant evidence may be suspended from the rental service, if necessary, for three days for each overdue day, and so on.
- (2) The borrower who fails to renew the rental service and return the equipment

within the prescribed time limit shall be warned, if necessary, and suspended from the rental service.

- (3) Where the borrower fails to pay the repair costs or compensate according to the price of the equipment (based on the price registered in the property management system), if the equipment is damaged or lost, it is necessary to pursue the borrower's liability and suspend his/her use of the rental service until payment is made.

8. Any matters not covered herein shall be handled in accordance with NYCU's related regulations.

9. The Directions shall be enforced upon approval by the ICT Advisory Committee meeting. The same shall apply to any amendments.