

Taiwan Tech Application for Ad Hoc Venue Use

Applicant organization	Applicant	
Time of use	From YYYY/MM/D	
Activity or exhibit venue (Indicate location on the appended map)	() TR Hall	() T4 Hall
	() Lawn behind the Administrative Building (must not interfere with class activities in the Sporting Education Office)	
Booking purpose description	() Other	
	Please attach your activity plans and any relevant images	

Date of application: YYYY/MM/DD



An applicant applying to book and use an ad hoc venue agrees to comply with the following rules:

1. To ensure fairness in venue booking, applications for activities will be **reviewed on the 25th of the month preceding the activity date. Bookings for events held during winter and summer breaks shall be open 2 months before the scheduled beginning of the break; applications must include an activity schedule or proposal.**
2. Please visit the General Services Division website to confirm the availability of the venue and send the proposal to the General Services Division for review, care of the organizer's inbox. After the General Services Division has confirmed availability, the application may be submitted.
3. Availability of the barbecue area in the Gongguan campus is limited to **weekends from 08:00 to 18:00**; barbecue is strictly prohibited in indoor spaces and on building rooftops. On the day of the activity, an applicant must show their approved application to the IB security office for entry, leaving a form of identification with the security office. After the activity has concluded, please notify IB security to verify that the venue has been restored to its original state and that all waste has been sorted and collected in transparent garbage bags. Please visit the TR security office to ask security for access to the recycling center for waste disposal. When finished, collect your identification from the IB security office.
4. To book the mirrored dance area in the T4 hall, please submit an application to the Office of Student Affairs.
5. **During weekdays**, exhibits may only involve **static displays**; this restriction does not apply on weekends and holidays without any major events or examinations being conducted on campus. Applicants may not engage in active recruitment, distribute pamphlets, or post promotional posters in classrooms.
6. The scope of any installation is determined by the size of the venue; please prepare your own tables and chairs. You may not broadcast music or connect personal devices to power sources. Please do not damage the vegetation or drill holes as part of your exhibit.
7. The applicant organization that has booked the venue for an exhibit commits to ensuring the cleanliness of the surrounding environment. The applicant organization is responsible for removing all waste produced by the exhibit to the recycling center and restoring the venue to its original state.
8. The applicant organization agrees to supervision and inspections by General Services Division personnel and security; the applicant organization also agrees to terminate their use of the venue if they are found in violation of the rules.
9. An applicant organization who has violated the aforementioned rules on two or more consecutive occasions will be barred from booking venues for 1 year.
10. In the event of a natural disaster or force majeure (such as Taipei City Government declaring full school and office closures due to a typhoon), the applicant must first withdraw their booking to reschedule.

Taiwan Tech Office of General Affairs

Applicant organization:

Applicant name:

Phone number:

Organization supervisor:

Person in
charge
承辦人

☐ Approve
☐ Reject, because

General Services
Division Director
事務組組長

Vice President for
General Affairs
總務長

Use inspection chart (reviewed and signed by the General Services Division or security)

Items	Yes	No
Removal of waste and promotional materials, cleaned the floors, and restored the venue to its original state		
Removal of tables, chairs, and equipment		
Removal of signs and markings		
Damage to trees or surrounding environment		
Cancellation of the booking without notice		
Other		

General Services Division or security seal and signature: