

Rules and Regulations for the Shao-Mo Memorial Natatorium, Tamkang University

Secretariat Regulation No. 1040000053(10/15/2015)

1. To use the Swimming Pool in the following order of precedence:
 - 1.1 Teaching activities of regular Physical Education courses.
 - 1.2 Events hosted by the Office of Physical Education and varsity training.
 - 1.3 Other ad hoc project approved by the Principal.
2. The use of equipment and facilities shall observe associated regulations, and if anything is damaged the responsible person shall pay for the damage as the rated price.
3. Persons violating the stipulated rules and not taking advice from the custodian will be requested to leave and are subject to punishment depending on the severity of the violation.
4. User guide for the swimming pool
 - 4.1 The user should access the swimming pool area with a school-issued swimming pool permit. The swimming pool permit is only valid for in-person use and lending it to others or fraudulent use of other's permit is strictly forbidden. If such violation is identified and confirmed, the swimming pool permit will be confiscated and the violator(s) will be delivered to the Office of Student Affairs or Human Resources for punishment.
 - 4.2 Children under 120 cm height will not be allowed to apply for a permit to access the swimming pool; children with height between 120 and 140 cm must be accompanied by one of the parent or adult relative at all times in the swimming pool.
 - 4.3 Those with heart conditions, hypertension, epilepsy, skin diseases or any other statutory communicable disease shall not apply for swimming pool permit or access the pool, and if one conceals the illness and causes any harm will be held responsible for associated legal actions.
 - 4.4 Persons must wear swimsuit, swim pant and cap to access the pool.
 - 4.5 Other than swimming goggle/glasses and associated aids provided by Natatorium, any unauthorized object is not allowed in the pool for public safety.
 - 4.6 When being clearing from the pool, one should follow the directions of the lifeguards and quickly leave the pool. No one shall access the pool during closing hours or without the presence of a lifeguard.
 - 4.7 For personal health and public hygiene, one shall not enter the pool after consuming alcohol. All persons must shower before entering the pool. No spitting, urinating, and applying any oily product such as sunscreen is allowed. Any waste, sputum and nasal mucus should be discharged into the drains beside the pool.
 - 4.8 Jump diving is forbidden.
 - 4.9 No smoking, drinking or eating in the swimming pool area and associated items as

mentioned above shall not be brought into the area.

4.10 No pet or contraband of any kind is allowed in the building or pool area.

4.11 No running, no chasing, no horseplay and no making a racket in the swimming pool area.

4.12 Use of lockers shall not exceed the time when the Natatorium is closed for the day.

Please mind your own valuable belonging as the University will not be held responsible for any loss or damage.

4.13 Anything that violates public hygiene and safety is prohibited.

5. Applying for Swimming pool permit

5.1 During open season, the retirees need to apply for the permit during office hours and the rest should apply as described below:

5.1.1 University student needs to provide the original copy of student ID.

5.1.2 The full-time faculty and part-time teachers of the University need to provide the original certificate of service, and their spouses and immediate family members need to attach the original copy of Household Certificate.

5.1.3 Retirees of the University need to provide the original copy of the ID Card as well as the application form certified by the Office of Human Resources; their spouses and immediate family members shall attach the original copy of the Household Certificate.

5.1.4 Alumni of the University need to provide the original copy of the diploma and their spouses and immediate family members shall attach the original copy of the Household Certificate.

5.1.5 For an ad hoc case approved by the Principal, the individuals need to provide their original copy of ID Card and the original copy of the approved paperwork.

The above-mentioned original copies of the documents will be returned to the applicants after the identity has been verified on the spot and the approved paperwork will be kept for documentation.

5.2 The application process:

5.2.1 The applicant shall pay the fee to the University Cashier Division in advance.

The University alumni need to go to the swimming pool counter for being processed first.

5.2.2 Applicants need to apply for the Permit at our counter in person with payment receipts, ID Documents and Health Examination Form (a personal photo will be taken on site for documentation, if one is not able to apply the permit in person, one could entrust others with the application process and provides a front-view portrait taken within three months).

5.2.3 Without the Health Examination Form, the applicant shall fill out an affidavit declaring that one is responsible for any incurred accident in failure to do so.

5.2.4 If the swimming pool permit is lost, one shall utilize the newspaper to void the permit first and then re-apply for a replacement permit.

5.3 The applicant should pay the fee, and the swimming pool permit will be issued after

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approval.

6. The natatorium's opening hours will be regularly posted on Physical Education Office's website.

7. The fees for different swimming pool permits are as follows:

Applicant	Fee	ID/ Required Document(s)
The University student	NT \$500/half-year	1. The original copy of student ID 2. The Health Examination Form or signed affidavit 3. The original copy of payment receipt.
The University full-time faculty, part-time teachers (including research assistants and contract employees)	NT \$2000 /one year	1. The original copy of service certificate 2. The Health Examination Form or signed affidavit 3. The original copy of payment receipt.
Retirees of the University	NT \$3000 /one year	1. The original copy of the ID Card and the application form certified by the HR Office of Human Resources. 2. The Health Examination Form or signed affidavit 3. The original copy of payment receipt
The University full-time faculty, part-time teachers, and retiree's s spouses and immediate family members(children must be taller than 120 cm)	NT \$5000 /one year	1. The original copy of service certificate of the University faculty and part-time teacher, and the original copy of Household Certificate. 2. The Health Examination Form or signed affidavit (if applicants cannot apply in person, one front-view portrait of the applicant taken within three months is required) 3. The original copy of payment receipt.

Alumni and immediate family	NT\$8000 /one year	1. The original copy of the University Diploma, and the original Household Certificate for their spouses and immediate family members is needed. 2. The Health Examination Form or signed affidavit (if applicants cannot apply in person, one front-view portrait of the applicant taken within three months is required) 3. The original copy of payment receipt.
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If the swimming pool permit is lost or damaged due to improper use, when applying for a replacement, NT\$50 will be charged for each permit; if the permit is expired, please bring the original swimming pool permit with you when applying for renewal.

8. The fees for swimming pool one-time permit are as follows:

applicant	fees	Required ID
The University students	NT \$40 /one-time permit	The original copy of the University student ID.
The University full-time faculty, part-time teachers (including research assistants and contract employees)	NT \$60 /one-time permit	The original copy of the University service certificate.
Retirees of the University	NT \$80 / one-time permit	The proof of retirement document

9. After the rules and regulations are accepted at the Executive Meeting of Office of Physical Education and approved by the Principal, the rules and regulations will take effect on the day of being published; the same applies to an Amendment.