

Management Regulations for Tamkang University Shao-Mo Memorial Gymnasium

Secretariat Regulation No. 1000003617(12/14/2011)

1. This regulation is tailored to effectively manage and fully utilize the Shao-Mo Memorial Gymnasium (hereinafter referred to as the Gymnasium).
2. The Gymnasium includes:
 - 2.1 Sports venues: Judo / Martial Arts Room, Dance Room, Table Tennis Room, Weight Training Room, Badminton Courts, Volleyball Courts, and Basketball courts.
 - 2.2 Classroom: General Classroom, Varsity Training Room, Sports Injuries Prevention and Protective Room.
 - 2.3 Office: Administrative Offices, Teachers' Lab, Teachers' Lounge, Sports Equipment Room, the Office of Student Clubs.
 - 2.4 Conference Rooms and V.I.P. lounges.
Sports venues as well as classrooms and offices under the jurisdiction of Physical Education Office are managed by Physical Education Office; General Classrooms are managed by the Office of Academic Affairs; Student Clubs' offices are managed by the Office of Student Affairs; Other places are managed by the Office of General Services.
3. The Gymnasium is open to Tamkang University faculty, students and those with granted admittance. From Monday to Friday, the sports venues can be used freely by the University personnel when the sport venue is not assigned to a class or not been borrowed. Under special circumstances, the Gymnasium can be booked for holiday or overtime use with advance approval.
4. The priority of using the Gymnasium listed as follows:
 - 4.1 Teaching activities of Physical Education Courses.
 - 4.2 Events hosted by the Office of Physical Education.
 - 4.3 Varsity training.
 - 4.4 Events hosted by other departments of the University (including Student Associations and Clubs).
 - 4.5 Borrowed by organizations outside the University.
5. Opening Hours for the Gymnasium:

Time Frame		Time	
		Open/Closure	Open for use
School day	Monday to Friday	07:50/22:10	08:00 to 22:00
Exam week	Monday to Friday	07:50/17:10	08:00 to 17:00
Winter Vacations	Monday to Friday	07:50/17:10	08:00 to 17:00
Summer Vacations	July and August Monday to Thursday	07:50/16:10	08:00 to 16:00

	Others Monday to Friday	07:50/17:10	08:00 to 17:00
Holidays and Nights		closed	

6. Ten minutes before closure of the Gymnasium, a broadcast will be made, and everyone inside shall leave the Gymnasium in a timely manner, those who stay over-time or overstay without prior admittance from the Office of Physical Education will be sent to associated Department for review and discipline.
7. The users shall comply with the following:
 - 7.1 Sportswear and athletic shoes are required at all times in table tennis room, badminton courts, volleyball courts and basketball courts. Please ensure that your shoes are clean. Wearing shoes that will damage the floor such as leather and high-heeled shoes are not allowed excluding floor surfaces with protective mats and carpets.
 - 7.2 Entering the Weight Training Room and Dance Room, one needs to take shoes off or wear soft-soled shoes designed for indoor use.
 - 7.3 Being bare to the waist or wearing slipper/scandal/flip-flop is not allowed in the Gymnasium. No barefoot except in the Judo / Martial Art Rooms, Dance Room and Weight Training Room.
 - 7.4 Events being held in the Gymnasium shall not affect teaching, research and office activities at adjacent area.
 - 7.5 No food and drinks (except for drinking water) are allowed, with the exclusion of offices, Conference Rooms and V.I.P Lounge, and associated items will not be carried into the Gymnasium without prior approval from the Managing Authority.
 - 7.6 Smoking, chewing betel nuts, chewing gum, activities that will result in dirtying the environment, setting off firecrackers, fireworks and any other deeds that will violate public safety are not allowed in the Gymnasium.
 - 7.7 No pets or contrabands are allowed in the Gymnasium.
 - 7.8 The use of any facility, electrical device (including lighting, audio/video device and air conditioner) and equipment shall comply with its user guide. Unauthorized use of or moving it around is prohibited.
 - 7.9 No graffiti, field/ground marking, adding signs, installing booth, posting or hanging promotional material is allowed without being authorized by the Office of Physical Education.
8. Users are requested to comply with the following:
 - 8.1 When the floor of the venue is paved with wood floor or PU material, the user must assume the responsibility for protecting the floor. Any one wearing shoes in the Gymnasium needs to make sure the soles are suitable for the floor and will be held accountable for the repair of or compensation for any damage.
 - 8.2 Without approval, the user shall not sell any ticket or display/sell any merchandize.
 - 8.3 Without approval, the user shall not make any change to the activity or transfer the venue to others use.
 - 8.4 The user should take good care of all the equipment and facilities of the gymnasium and will be held account for any damage.

- 8.5 If any electrical device is to be used, the user should comply with the electricity capacity limits of the facility, and the user will be held accountable for any damage should power outage occur or damage the facility due to exceeding the electricity capacity limits.
 - 8.6 If the user needs to record a video, give broadcast, or record the sound, one should bring his/her own related equipment, and the contents of the recording shall not tarnish the image of the University, or one will be taken to court with the full extent of the law.
 - 8.7 The user should restore the site to its original state before the allotted time of use expires. The Managing Authority will return the security deposit without interest once the original state of the site has been determine and no damage is found. Otherwise, the University may draw on the security deposit for repair of the damage and there shall be no objections from the user.
 - 8.8 If food and drinks at the site are granted, the user shall be ready to sort and recycle the garbage, and recycle any kitchen waste IAW the provisions of the University, or the University may draw on the security deposit for processing the associated affairs and there shall be no objections from the user.
 - 8.9 The user should have sound plans in place for maintaining order, ensuring safety, executing evacuation and providing transportation within and outside the venue, and purchasing required insurance for activity participants, and shall follow through the plans. The user also needs to contact law enforcing agencies in advance and notify the University in writing, and if necessary, the user shall designate dedicated personnel for aforementioned tasks. Should any accident occur due to inadequate planning, the user shall assume full responsibility.
 - 8.10 If the user is not going to use the venue due to any reason, the user should notify the Management Unit one week prior, or the security deposit will be confiscated.
 - 8.11 If the University needs to use the venue under special circumstances, the Management Unit should notify the user of terminating the use of the venue one week prior, and return the paid fees with no interest, and there shall be no objections or claims for compensation from the user.
 - 8.12 If the venue is made unavailable to the user due to Force Majeure, the University should return the paid fees with no interest.
9. The gymnasium borrowing and charges, IAW the following:
- 9.1 When any unit of the University needs to borrow a venue, an application form along with the Activity Plan (Student Club should attach the activity application approved by the Office of Student Affairs) should be submitted to the Managing Unit three weeks prior, in addition, when Student Associations and Clubs are involved, the applicant should attach a copy of his/her student ID. After approval, the user needs to pay associated fees within three days after the notification from Management Unit in order to use the venue. After the event, the Managing Unit will verify that the venue has been restored to its original state without any damage, and then the ID will be returned. Additional fee will be charged for over-time use of the venue which is a double of original charging fee. The standard charges/fees and ways to collect the charge/fee will be regulated by other Regulations.

- 9.2 When any entity outside the University needs to borrow a venue, one should apply by formal letter three weeks in advance and after being approved by the Principal, the applying entity shall send a person to submit the application form, Activity Plan along with the Letter of Approval to the University for processing the application within three days after the notification from the Managing Unit and pay the required security deposit and associated fees. After the event, the Managing Unit will verify that the venue has been restored to its original state without any damage, and the security deposit will be returned with no interest.
- Additional fee will be charged for over-time use of the venue which is a double of original charging fee and the dollar amount may be deducted from the security deposit, and the user will make up the difference if the security deposit is insufficient.
- Standard charges and fees will be regulated by other Regulations. The security deposit is the double of the charge/fee for time period of using the venue.
- 9.3 When applying for a refund, one could visit the University during office hours.
10. The user shall strictly comply with the provisions of the detailed instructions of each venue. Should a serious violation of relevant provisions occur, the University will terminate the user's right to use the venue at any time, and all the security deposit and paid fees will be confiscated; if legal liabilities are involved, the user will be handed over to law enforcement unit; if the building or facility is damaged, the user will be held accountable for the damage.
11. In the case of a clash, the offender will assume the legal liability for any injuries he/she inflicted, and will be sent to relevant department for review and punishment in accordance with the provisions of the University.
12. The detailed instructions of each venue of the gymnasium will be formulated by the Office of Physical Education and published in venue; the use of general classrooms needs to follow the classroom rules set down by the Office of Academic Affairs; the use of student club offices needs to observe the management implementation directions laid down by the Student Affairs Office; the use of the Conference Room needs to abide by the rule of using the International Conference Hall formulated by borrowing set by Office of General Affairs.
13. Access control will be in effect during closing hours of the Gymnasium, the application for a swipe card will be processed IAW the University's associated regulations. Member of Student Club applying for such card will be reviewed and processed by the Office of Student Affairs. During academic terms, if a member of Student Club is disqualified, no longer a student, or exhibiting aberrant behavior, the Office of Student Affairs should immediately address the issue to ensure the safety of the Gymnasium.
14. After the Regulation is accepted at the University Affairs Council and then approved by the Principal, the Management Regulations will take effect on the day of being published; the same applies to an Amendment.