

National Cheng Kung University

Cheng Kung Hall Management Directions

Passed at the 791st Meeting of the Chief Administrators Council on January 13, 2016

1. This set of directions is promulgated by National Cheng Kung University (hereafter referred to as the University) in accordance with Article 8 of the Directions for Managing the Rental of Event Venues under the Jurisdiction of the Office of General Affairs. The purpose of the directions is to maximize the functions of Cheng Kung Hall, establish its use regulations, and protect its facilities.
2. The following types of events can be hosted in Cheng Kung Hall:
 - (1) General events: teaching and academic research meetings and other related events hosted by the University.
 - (2) Performance art events: events related to the performance arts including music, dance, theatre, and traditional drama.
3. The management unit of Cheng Kung Hall is the General Service Division of the Office of General Affairs.
4. The principles of using Cheng Kung Hall are as follows:
 - (1) Major events hosted by the University are prioritized.
 - (2) The hall may be rented to off-campus organizations, institutions, legal representatives, groups, and individuals if the normal use of the hall will not be affected.
 - (3) Applications to use the hall and its facilities are not possible during the hall's maintenance periods.
 - (4) Applications can be made for events with 600 or more attendees.
5. The procedure of application for using the hall is as follows:
 - (1) Applications must be submitted on the online system of the General Service Division between two weeks and three months prior to the date of a general event or between six and nine months prior to the date of a performance art event. Event plans and related certificates must be attached to the application.
 - (2) Performance art events and general events for which an application is submitted outside of the specified period must be approved by the Committee of Performative Events.
 - (3) Applicants must pay a security deposit to the Cashier Division of the University within 10 business days of being notified that the venue has been reserved.
 - (4) Applicants must pay the site equipment fee in full no later than 10 business days before the event commences. Failure to comply results in the expropriation of the security deposit. Please refer to the attached table for the fee standard of Cheng Kung Hall.
6. Cheng Kung Hall has the following opening hours:
 - (1) 8 am–12 pm

- (2) 1 pm–5 pm
- (3) 6 pm–10 pm

Applicants must comply with the stated periods in their use of the hall. Failure to do so may result in the interruption of usage by the management unit through any means necessary (such as cutting off the air conditioning and power) and the deduction of overtime charges from the security deposit. If the deduction exceeds the deposit, applicants must pay the remaining amount within three days of the end of the event.

- 7. After an application to use Cheng Kung Hall has been approved, the management unit may request that an applicant purchase a public liability insurance before using the hall. The insurance period must start at the beginning of hall setup and must end once the hall has been restored to its original state after the event. The applicant must submit a copy of the first insurance contract to the management unit for review before the scheduled date of use; failure to comply will result in rescindment of permission to use the hall.
- 8. Applicants are fully responsible for any injury or death that occurs during their rental of the hall. The University is not responsible for any medical or monetary compensation.
- 9. Applicants must comply with the following rules in using Cheng Kung Hall:
 - (1) Applicants must maintain the public order, safety, and cleanliness of the hall during use.
 - (2) Only basic lighting, electricity, air conditioning, and front and back stages are provided for a general event. Use of additional facilities must be negotiated with the management unit at least two weeks before the event and be rented in compliance with the regulations of the University. For a performance art event, applications for additional facilities must be submitted at least two weeks before the event starts; no additional facilities should be used without an application having been made.
 - (3) Applicants are responsible for maintaining the integrity of Cheng Kung Hall and its facilities. Any damage must be repaired; irreparable damage or loss of facilities must be compensated according to the current prices of the facilities within three days of the end of the event. Failure to do so will result in deduction from the security deposit; if the amount exceeds the deposit, the remainder must be paid in full by the applicant.
 - (4) Applicants are not allowed to set up their own seats; the number of attendees must not exceed the number of seats provided in the hall.
 - (5) The carrying of dangerous articles and smoking are strictly forbidden. Additionally, food and beverages, spitting, the chewing of betel nuts or gum, and other activities that may stain the floors, seats, and carpets of the auditorium, stages, or control rooms are prohibited.
 - (6) If smoke is desired for visual effects in an event, only dry ice is permitted; use of fire or gases without permission is strictly forbidden.

- (7) Applicants must look after the costumes, lights, and other equipment they take into the hall. The university is not responsible for loss or damage to these objects.
- (8) Without obtaining permission from the University, applicants are prohibited from setting up ticket booths and posters or other promotional materials and from selling any items that are not related to the event around Cheng Kung Hall.
- (9) Applicants are forbidden from using paste, adhesive tape, glue, nails, and pushpins on the walls, and floors, and any other related facilities in the hall. Use of electric tape and glitter tape on the stage is forbidden; only floor tape specifically for stages is permitted.
10. Applicants are responsible for supervising audio and video recording and broadcasting activities, which must not interfere with the quality of the event. Applicants are fully responsible for any recording or broadcasting activities discovered to infringe the rights of others.
11. Where applicants are discovered to have committed any of the following prohibited acts, the University may deny their applications or immediately strip of their right to use Cheng Kung Hall without refunding any fees or security deposits:
 - (1) Violation of this set of directions or any other laws and regulations.
 - (2) Threat to public safety.
 - (3) Inconsistency between the actual event activities and the activities stated in the application or private transfer of the hall to another party.
 - (4) Underpayment of the venue hire fee.
 - (5) Other major misconduct of applicants that is considered by the University as ineligible for renting the hall.
12. Any matters not stated herein shall be handled in accordance with other regulations of the University.
13. These directions and any subsequent amendments shall be implemented upon approval by the Meeting of the Chief Administrators Council.

Appendix: Cheng Kung Hall Fee Standards of National Cheng Kung University

National Cheng Kung University Cheng Kung Hall Fee Standards				
	Rehearsal fee (4 hours per period)	Official performance fee (4 hours per period)	Overtime charge (per hour, including each incomplete hour)	Security deposit
Off-campus unit	24,000	40,000	10,000	20,000
On-campus unit	12,000	20,000	5,000	5,000
Student group or association of department (general)	6,000	10,000	5,000	5,000
Student group or association of department (performance arts)	3,000	5,000		
Professional facility fee (performance arts event)				
	Per period (4 hours)	Note		
Lighting facility	6,000			
Audio facility	4,000			
Acoustic reflector	2,000			
Steinway D-274 piano	5,000	Tuning not included		
<p>1. Use that does not attain one full period shall be counted as one full period.</p> <p>2. Basic lighting, electricity, and air conditioning are provided for a general event. For a performance arts event, professional facilities in Cheng Kung Hall can be rented through applications submitted at least two weeks before the event starts. No facilities can be used without a completed application.</p> <p>3. All facilities must be used under permission from the authority of Cheng Kung Hall and must be recovered to their original positions after use. Damage should be compensated according to the current price of the facilities.</p>				