

# Regulations Governing the Borrowing of Meeting Rooms and Laboratory Facilities of the Department of Earth Sciences, College of Science, National Taiwan Normal University

- Passed at the 2nd Departmental Affairs Meeting of the 2023 Academic Year (Dec 5, 2023)
- Passed at the 151st College Affairs Meeting (4th of the 2023 Academic Year)
- Passed at the 135th University Fund Management Committee Meeting (Dec 29, 2023)
- Revised and passed at the 1st Departmental Affairs Meeting of the 2025 Academic Year (Sept 30, 2025)
- Passed at the 159th College Affairs Meeting (2nd of the 2025 Academic Year)
- Revised and passed at the 148th University Fund Management Committee Meeting (April 2, 2026)

1. To effectively utilize, manage, and maintain the meeting rooms and laboratories belonging to the Department of Earth Sciences (hereinafter referred to as "the Department"), these regulations are established in accordance with the University's "Guidelines for Venue Borrowing, Fees, and Management."
2. **Scope of Borrowing:** Meeting rooms and laboratories open for borrowing within the Department.
3. **Eligibility:** On the premise of not affecting the Department's teaching, experiments, or operations, units within and outside the university may borrow venues for meetings or experiments.
4. **Borrowing Procedures:** Borrowing units should contact the Department Office to apply and complete the application form before the scheduled activity.
5. **Borrowing Rules:** Borrowing units must strictly comply with the "Usage Regulations and Fee Standards for Meeting and Laboratory Venues" as specified in the attached tables.
6. These regulations shall be implemented after approval by the College Affairs Meeting, the University Fund Management Committee, and the University President. The same applies to future amendments.

## Usage Regulations and Fee Standards for Meeting and Laboratory Venues

Venue	Capacity	Fee Standard (Morning / Afternoon / Evening)	Remarks
<b>S801-2 Meeting Room</b>	Approx. 30 people	NT\$ 3,500 per session	Projector, screen, blackboard, whiteboard, wireless receiver, and microphone.
<b>F402R Meeting Room</b>	Approx. 6 people	NT\$ 1,000 per session	Screen, whiteboard.
<b>F409 Meeting Room</b>	Approx. 10 people	NT\$ 1,500 per session	Projector, screen.
<b>C401 Laboratory</b>	Approx. 29 people	NT\$ 3,500 per session	E-lectern, projector, screen, whiteboard, 6 lab tables. <b>(*Rock/mineral samples and microscopes are not available for borrowing*)</b>
<b>C403 Laboratory</b>	Approx. 36 people	NT\$ 4,000 per session	E-lectern, projector, screen, whiteboard, 6 lab tables. <b>(*Samples in drawers and drying ovens are not available for borrowing*)</b>
<b>C409 Specialized Classroom</b>	Approx. 24 people	NT\$ 3,000 per session	E-lectern, projector, screen, whiteboard, desks and chairs.
<b>B407 Marine Chemistry Lab (Clean Room)</b>	48.2 m <sup>2</sup>	NT\$ 5,000 per session	Drying oven, stereo microscope, polarizing microscope, microwave reaction system.

### B105 Mineral Separation Laboratory

User Category	Conditions	Fee Standard	Usage Areas and Equipment
Department Faculty, Post-docs, Assistants, Students	Projects funded by NSTC, government, or industry-academia cooperation	NT\$ 1,000 per section per month for each individual project	<b>Area A (Crushing &amp; Sorting):</b> Dual-blade saw, jaw crusher, ball mill, shaker, oven, hot plate, ultrasonic cleaner.
Department Faculty, Post-docs, Assistants, Students	No specific funded project	NT\$1,000 per person per section per month	
External Personnel	Use upon permission	NT\$1,000 per person per section per month	<b>Area B (Thin Section Preparation):</b> Dual-blade saw, thin-section grinder, polisher, oven, hot plate, ultrasonic cleaner.

## Usage Regulations:

1. Maintain safety, order, and cleanliness. Trash must not be left in the rooms.
2. Maintain all facilities carefully. Turn off all electronics and lock doors after use. Borrowers are liable for damages at market price.
3. Reception, refreshments, and ordering supplies are the responsibility of the borrower.
4. Do not modify electrical circuits or use unauthorized electrical equipment.
5. Do not nail or tape items to walls.
6. Strictly adhere to the borrowed time slots.
7. Activities must match the application. Religious or political activities are prohibited.
8. In case of emergency (air raids, earthquakes, fire), the person in charge must lead the evacuation.
9. Laboratory use requires prior consent from the managing professor.
10. Users must cover repair costs for any equipment damage caused.
11. If equipment is damaged beyond repair, the borrower must pay for a replacement.

## Notes:

- **Time periods:** Morning 08:00–12:00; Afternoon 13:00–17:00; Evening 17:30–21:30 (B105 Mineral Separation Laboratory follows separate arrangements).
- All meeting venues are air-conditioned.
- External units are charged according to the fee table above. Internal university units are charged at 50% of the listed fees. Joint events organized by the Department (including projects) with other departments or external organizations may also receive a 50% discount.

## Borrowing Workflow:

1. Fill out the Application Form and obtain approval from the Head of Department.
2. Pay the fee at the Cashier Office and obtain a receipt.
3. Email the receipt to the Department Coordinator.
4. The venue reservation is confirmed.
5. Pick up keys at the Department Office on the day of use (or the last working day before) and return them immediately after use.

## Meeting and Laboratory Venue Application Form, Department of Earth Sciences, College of Science, National Taiwan Normal University

<b>Applying Unit</b>	<input type="checkbox"/> Internal Unit:  <input type="checkbox"/> External Unit:	<b>Applicant</b>	
<b>Phone</b>		<b>E-mail</b>	
<b>Activity Name</b>		<b>Person in Charge</b>	(PI / Project No.)
<b>Borrowing Time</b>	From:  To:	<b>Expected Attendance</b>	
<b>Venue Selection</b>	<input type="checkbox"/> S801-2 <input type="checkbox"/> F402R <input type="checkbox"/> F409 <input type="checkbox"/> C401 <input type="checkbox"/> C409 <input type="checkbox"/> C403 <input type="checkbox"/> B105 <input type="checkbox"/> B407 <input type="checkbox"/> B105 Area A <input type="checkbox"/> B105 Area B	<b>Lab Manager Sign</b>	

**[Disclaimer]**

I agree to comply with all safety regulations and operational procedures during the borrowing/use period. If any equipment damage, personal injury, or other loss occurs due to improper operation, negligence, or violation of regulations, I shall bear the corresponding responsibility. The meeting room/laboratory management unit shall not be liable for damages arising from personal negligence or unforeseen accidents.

**I have read and agree to the above disclaimer.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Total Fee (TWD):** \_\_\_\_\_

**Receipt Header:** \_\_\_\_\_

**Source of Funds:**

Internal Transfer (No cash advances)  Other: \_\_\_\_\_

**Payment Method:** Bank Transfer (CTBC Bank, Zhongxiao Branch, Account: 185350001030).

**\*Email receipt to yalingchen@ntnu.edu.tw**

**Note:**

1. The borrowing hours shall follow the office hours of the Department.
2. Priority is given to official business, teaching, and departmental activities.
3. Please conserve energy, take good care of public property, and restore the venue to its original clean condition after use.
4. Please keep noise levels under control so as not to disturb other laboratories or offices.
5. Any unit violating these rules will be suspended from borrowing for one year.

<b>Coordinator</b>	<b>Head of Department Approval</b>