

國立成功大學研究單位使用空間管理要點
the NCKU Guidelines for Managing Spaces Used by Research Units

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- 一、國立成功大學（以下簡稱本校）為提高研究單位使用空間效率，特依國立成功大學場地設備收支管理辦法，訂定本要點。
 1. **National Cheng Kung University (the University) establishes these Guidelines in compliance with the NCKU Regulations for Revenue and Expense Management of Venues and Equipment in order to enhance the efficiency of the use of spaces by research units.**
- 二、本要點所稱學校空間係指本校各單位為從事專案研究案、服務性試驗及調查案、人員交流訓練案所借用之學校空間（以下簡稱本空間），但不包括下列空間：
 2. **Space herein refers to spaces affiliated with the University borrowed by respective units of the University for the purpose of implementing research projects, service-oriented studies and investigations, or personnel exchange and training (the Space), excluding the following:**
 - （一）本校學術單位（各學院、系、所）使用之空間。
 - 1) **Space used by the academic units (respective colleges, departments, and graduate institutes) of the University**
 - （二）本校行政單位使用之空間。
 - 2) **Space used by the administrative units of the University**
 - （三）本校校級研究中心使用之空間。
 - 3) **Space used by University-level research centers**
 - （四）研究總中心依「國立成功大學研究總中心場地設備管理要點」管理之空間。
 - 4) **Space managed by the Research and Services Headquarters in accordance with the NCKU Guidelines for the Management of Venues and Equipment of the Research and Services Headquarters.**
 - （五）其他經簽請校長核准免適用本要點之空間。但核准原因消滅則應重新檢討辦理。
 - 5) **Space approved by the President of the University to be waived from applicability of these Guidelines. However, if the reason for the approval no longer exists, it shall be re-discussed all over again.**

三、各單位借用本空間，應本適量適用原則，依專案期程辦理借用，並應於進駐前簽妥場地借用切結書，於進駐之當月繳交半年或一年份之場地費，場地收費標準如下：

3. To borrow the Space, the respective units shall follow the principle of adequacy and applicability, and borrow it according to the project timeframe. They shall also finish signing the Venue Borrowing Affidavit prior to deployment. In the month of the initial deployment, the venue charge shall be paid in advance for six months or a year. The venue charge is collected according to the criteria below:

(一) 使用 50 m² (含) 以內者，每 1 m² 每月應繳費用為新臺幣 (下同) 60 元。

1. NT (Same as follows) \$60 a month per square meter when the use involves less than 50 m², inclusive

(二) 使用超過 50 m² 者，每逾 1 m² 依下列標準計費：

2. If the area involved exceeds 50 m², for each additional square meter, the charge is calculated according to the criteria below:

1. 其 51 m² 至 80 m²，每 1 m² 每月 100 元。

\$ 100 per square meter for 51 m² to 80 m² per month

2. 其 81 m² 至 120 m²，每 1 m² 每月 120 元。

\$ 120 per square meter for 81 m² to 120 m² per month

3. 其 121 m² 至 180 m²，每 1 m² 每月 140 元。

\$ 140 per square meter for 121 m² to 180 m² per month

4. 其 181 m² 以上，每 1 m² 每月 160 元。

\$ 160 per square meter for 181 m² per month
and above

(三) 歸仁校區之空間以前二款規定之 7 折計收，鼓勵進駐。

(3) For the campus in Guiren, the charge applies at 30% off as required for the preceding two sub-paragraphs in order to encourage deployment.

(四) 安南校區之空間以第一款、第二款規定之 5 折計收，鼓勵進駐。

(4) For the campus in Annan, the charge applies at 50% off as required for the preceding two sub-paragraphs in order to encourage deployment.

四、本空間場地費收入，由學校統籌運用。

4. Income from the venue charge for the Space is to be utilized centrally by the University.

- 五、各單位借用本空間，除就現有環境空間整修外，不得任意改建、增建、新建或室內裝修等，並應善盡安全維護管理責任。
5. When borrowing the Space, except for renovating existing surroundings and space, the respective units may not alter, add, build, or embark on interior remodeling at will and shall fulfill their responsibilities for safety, maintenance, and management.
- 六、各單位借用本空間，應符合學校用地相關規定及切結之用途使用，並不得以借用空間轉借、供借貸或設定任何權利關係。
6. When borrowing the Space, the respective units shall use it according to the applicable requirements of the University for land and the purposes indicated in the Affidavit, and may not sublet it, use it to get a loan, or to set up any right(s).
- 七、各單位借用本空間，應善盡保管責任，遵守營繕、建築、消防、環安衛等業務相關規定。如有違反，經各業務主管單位通知改善而仍未改善或違規情形重大者，業務主管單位應通知借用單位並副知總務處資產保管組，資產保管組得終止借用空間。借用單位應於收到終止借用空間通知之日起一個月內，依通知內容無條件歸還。
7. When borrowing the Space, the respective units shall fulfill their custodial responsibilities and follow the applicable operation and repair, construction, fire prevention, and environmental safety and health requirements. Any violation that fails to be corrected despite notice from the competent authority or that involves severe circumstances shall be subject to notification from the competent authority to the borrower, with the Property Management Division notified as well. The Property Management Division may terminate the lease. The borrower shall return the Space unconditionally according to the notice within a month from the date of being notified of the termination of the lease.
- 八、各單位於借期屆滿，或研究計畫因故終止，或本校基於校務發展需要，提前一個月通知時，借用單位應將所借用空間清理乾淨騰空，依現狀無條件交還。
8. Upon expiration of the lease, upon termination of the research project for some reason, or to meet the needs to develop University affairs, the respective units shall provide a one-month notice and the borrower shall clean up and empty the borrowed space and return it as is unconditionally.
- 九、各單位借用本空間期間，相關維護、水電費，或因借用行為衍生其他稅賦、罰鍰等，概由借用單位負擔。
9. While the Space is being borrowed, the borrower shall pay the related maintenance, utilities, or other taxes or penalties incurred from the borrowing.

十、本校空間是否適用第二點所稱學校空間認定如有爭議或需重新檢討，得提 送校園規劃工作小組討論決議。

10. In case of any dispute over the determination of whether the University's space applies as the space indicated in Point 2 or the need for re-discussions, it may be submitted to the Campus Planning Task Group to be discussed further or to render a decision.

十一、 本要點修正後，借用期間屆滿或空間調整，重新辦理借用時，依修正後 之規定辦理。本要點修正前已完成借用程序之空間，借用期間內仍依修 正前之規定辦理。

11. Once revised, and upon expiration of the current lease period or adjustment of the Space involved, regarding any new lease, the post-amended requirements shall apply. For Space in which the borrowing procedure is completed prior to the revision of these Guidelines, the pre-amended requirements continue to apply during the lease period.

十二、 本要點經主管會報通過後實施，修正時亦同。

12. These Guidelines are to be enforced following approval through the Executive Board meeting. The same shall apply to their revisions.