

National Kaohsiung University of Hospitality and Tourism

Regulations Governing the Use and Fee Management of the Co-Creation and Co-Learning Base

Approved at the 550th Administrative Meeting on May 7, 2025

Approved at the 2nd University Endowment Fund Management Committee Meeting of the 2024 Academic Year (2nd Semester) on June 3, 2025

1. These Regulations are established in accordance with the University's "Regulations Governing Revenue and Expenditure Management of Venue and Equipment Usage" to enhance venue utilization efficiency and maintenance management, and to create a diverse learning environment that fosters campus innovation, entrepreneurship, and collaborative learning (hereinafter referred to as "these Regulations").
2. The management and application review unit for the Base shall be the Employment and Incubation Services Section, Office of Research and Development (hereinafter referred to as "this Section").
3. The Co-Creation and Co-Learning Base (hereinafter referred to as "the Base") is located on the first floor of the Industry-Academia R&D Building and consists of the following two areas:
 - (1)Dunpin Hall (Co-Creation Base): Promotes innovation and entrepreneurship, encourages students to develop creative potential, facilitates the commercialization of research and innovative concepts, enhances entrepreneurial capabilities, and cultivates an innovative campus environment.
 - (2)Lixue Hall (Co-Learning Space): Advocates collaborative learning and knowledge sharing, promotes interdisciplinary exchange and cooperation, encourages independent learning and teamwork, and creates a diverse and open learning atmosphere.
4. The Base is available for faculty and students of the University to conduct innovation and entrepreneurship teaching projects, diversified teaching activities, industry-academia collaboration, academic research, and related activities. Interdisciplinary collaboration and team operations are encouraged. Provided that on-campus activities are not affected, external organizations may also apply to use the Base to improve resource utilization efficiency.
5. Venue Usage Fees
 - (1)Venue usage fees include charges for space usage, air conditioning, and equipment maintenance. Fee standards and usage periods are specified separately in Appendix 1.
 - (2)The eligibility of borrowing units, usage periods, and fee calculation methods shall be reviewed and approved by this Section.

6. Except for the following situations, all other uses shall be charged according to the Base's venue fee standards:
 - (1) Official courses offered by the University's academic departments.
 - (2) Teaching, research, or industry-academia collaboration activities organized by University units that align with the Base's functions; however, activities conducted under industry-academia collaboration projects or subsidized projects shall still be subject to fees.
 - (3) Official visits or inspections of an administrative nature.
 - (4) Activities organized by University student groups or organizations approved by campus units; however, activities involving sales or commercial operations shall still be subject to fees.
7. Venue Application Procedures
 - (1) Borrowing units shall submit applications at least ten working days prior to the intended date of use and complete the application form (see Appendix 2).
 - (2) Applications must be submitted in the name of an organization, unit, or institution.
 - (3) After approval, the borrowing unit shall complete payment within the specified deadline; overdue payments shall be deemed as forfeiture of usage rights.
 - (4) After approval, the borrowing unit may not privately transfer the venue to another party if cancellation is required.
 - (5) If the University urgently requires use of the venue, it may coordinate with the approved borrowing unit, refund all paid fees without interest, and the borrowing unit may not raise objections or claim compensation.
 - (6) This Section reserves the final right of approval regarding venue applications and modifications.
8. Rules for Use of the Base
 - (1) The use of double-sided tape, adhesive tape, nail guns, or similar tools on doors, windows, or walls is prohibited. Posters must be displayed only in designated areas. Floors, furniture, equipment, and tables/chairs must not be scratched or damaged.
 - (2) All equipment, furniture, and appliances within the Base may only be used within their original designated areas and may not be moved without approval from this Section. If users are unfamiliar with operation methods or equipment malfunctions occur, this Section shall be notified immediately. Borrowing units shall be liable for compensation in the event of damage.
 - (3) Without prior approval from this Section, users may not connect external power sources or install lighting, audio systems, stages, or other equipment. Additional equipment may only be used after evaluation and approval by this Section. Borrowing units shall be liable for compensation for any electrical abnormalities caused.

(4)Borrowing units are responsible for maintaining cleanliness inside and outside the venue and must restore the venue to its original condition after use (including arranging tables/chairs and turning off power). If cleaning and restoration are not completed, the University may hire personnel to handle the work, and related expenses shall be borne by the borrowing unit.

(5)Borrowing units are responsible for maintaining venue and personnel safety during the usage period.

(6)Applications may be denied, revoked, or permanently banned (up to permanent prohibition) under the following circumstances:

- Activities violating laws or likely to disrupt public order or morality.
- Activities likely to damage Base facilities or equipment.
- Activities inconsistent with the approved purpose or unauthorized transfer of venue usage.
- External organizations falsely using the name of University units or student organizations to evade or reduce venue fees.
- Excessive noise affecting others and failure to improve after warnings.
- Failure to comply with the Base usage rules.
- Other situations deemed inappropriate by this Section.

9. These Regulations shall be implemented upon approval by the Administrative Meeting and University Endowment Fund Management Committee and authorization by the President. Amendments may be made as necessary.

Responsible Unit: Employment and Incubation Services Section, Office of Research and Development.

Appendix 1
National Kaohsiung University of Hospitality and Tourism
Co-Creation and Co-Learning Base
Venue Usage Hours and Fee Standards

Venue	Equipment	Fee Standard (Per Hour)	Deposit	Capacity
Dunpin Hall (Co-Creation Base)	Open kitchen co-creation space equipped with various kitchen facilities, including refrigerators, coffee machines, dessert display cabinets, ice makers, hot water dispensers, ovens, microwave ovens, IH stoves, etc. External equipment connections are prohibited.	NT\$1,500	NT\$5,000	Bar Preparation Area: 4–6 persons Co-Creation Base: 20–25 persons
Lixue Hall (Co-Learning Space)	Open collaborative learning space equipped with a projector, projection screen, audio system, wireless microphones, and wireless internet access. Users must bring their own laptop computers.	NT\$1,000	-	25–50 persons

Notes

1. Usage Periods:

- (1) In principle, usage hours are from 8:00 a.m. to 6:00 p.m., Monday through Friday, including venue restoration and cleaning time.
- (2) Evening weekday and weekend use requires special application approval and evaluation of staffing availability by this Section to assist with access control, equipment usage, and consultation.
- (3) Setup, teardown, and venue restoration time are each limited to within 60 minutes and exempt from charges. If setup or teardown exceeds 30 minutes, an additional one-hour fee will be charged.
- (4) If the usage period exceeds 30 minutes beyond the approved time, an additional one-hour fee will be charged.

2. Fee Information:

- (1) All fees must be paid no later than two days before the date of use.
- (2) Any damage to venue equipment shall be compensated at cost. Compensation will first be deducted from the deposit. If the deposit is insufficient, the borrowing unit shall pay the remaining balance.

Appendix 2
National Kaohsiung University of Hospitality and Tourism
Application Form for Use of the Co-Creation and Co-Learning Base

Venue to be Borrowed	☐ Dunpin Hall (Co-Creation Base) ☐ Lixue Hall (Co-Learning Space)
Borrowing Period (Including setup and teardown)	From: _____ Year _____ Month _____ Day _____ Hour _____ Minute To: _____ Year _____ Month _____ Day _____ Hour _____ Minute
Borrowing Unit	
Activity Category (Please attach agenda/program)	☐ Official University Course ☐ On-campus Activity ☐ Official Visit or Inspection ☐ Student Organization Activity ☐ Other: _____
Activity Name	
Activity Description	Please describe the purpose of the activity, target participants, expected number of participants, anticipated benefits, etc. An activity proposal may also be attached for supplementary explanation.
Payment Method	☐ Bank Transfer / Remittance Account Name: NKUHT 401 Account Bank: First Commercial Bank (Bank Code: 007) Branch: Siaogang Branch (Branch Code: 7143) Account Number: 714300-10289 ☐ Cash (Please fill in the information below) Receipt Title: _____ Tax ID Number: _____

Borrower	☐ I have carefully read the “Regulations Governing the Use and Fee Management of the Co-Creation and Co-Learning Base” and shall bear all related responsibilities in the event of any violation. Signature/Seal: _____ Contact Number: _____
Supervisor / Advisor Signature of Borrowing Unit	
Number of Users	_____ Persons
Review Result	☐ Approved. Please complete payment before _____ Year _____ Month _____ Day. Total Amount: NT\$ _____ (Overdue payment shall be deemed a forfeiture.) Venue Usage Fee: NT\$ _____ Deposit: NT\$ _____ ☐ Not Approved
Handler	
Managing Unit Supervisor	
Payment Confirmation	☐ Payment has been confirmed. (Receipt No. _____)
Venue Usage Settlement Record	☐ Venue/Equipment: ☐ No Damage ☐ Damaged Damage Amount: NT\$ _____ Refunded Deposit: NT\$ _____ ☐ Additional Fees Required: ☐ Overtime Fee ☐ Insufficient Deposit ☐ Other Fees Amount: NT\$ _____