

國立成功大學學生宿舍公共空間使用收費管理要點

NCKU Management Directions for Fee Collection for the Use of Student Dormitory Public Spaces

112 年 5 月 16 日 111 學年度第 2 學期第 2 次學務主管會議通過
Approved at the 2nd meeting of the Chief Administrators Council of Student Affairs in the spring semester of the 2022-23 academic year on May 16, 2023

114 年 12 月 4 日 114 學年度第 1 學期第 4 次學務主管會議通過
Approved at the 4th meeting of the Chief Administrators Council of Student Affairs in the fall semester of the 2025-26 academic year on December 4, 2025

- 一、 國立成功大學（下稱本校）為有效管理學生宿舍公共空間，特依本校場地設備收支管理要點，訂定本要點。
 - I. In accordance with National Cheng Kung University Site Facility Fee Directions, these Directions are established by National Cheng Kung University (NCKU) to effectively manage student dormitory public spaces.
- 二、 學生宿舍公共空間，以學生事務處住宿服務組（下稱本組）為管理單位。
 - II. Student dormitory public spaces shall be managed by the Housing Service Division (hereafter the Division) under the Office of Student Affairs.
- 三、 學生宿舍公共空間，以本組、本校住宿生及宿舍自治委員會優先使用為原則。但得視情形，提供本校教職員生個人或單位申請使用。
 - III. In Principle, student dormitory public spaces should be used by the Division, NCKU dormitory students, and the dormitory self-governance committee on a priority basis. However, they may be made available to individuals of NCKU faculty or staff members, or applicant units under specific circumstances.
- 四、 申請使用學生宿舍公共空間，須於預定活動日三至十個工作日前，向本組提出申請，並於預定使用日前，至財務處出納組或校內自動繳費機繳納全部場地使用費後，始得使用。
學生宿舍公共空間之收費標準，依附表「國立成功大學學生宿舍公共空間及使用收費標準表」辦理。
 - IV. Applications for the use of student dormitory public spaces shall be submitted to the Division three to ten workdays before the scheduled event. Applicants shall pay required fees to the cashier's Division or via NCKU ATMs before the scheduled date of the event to use the designated venues. Fee collection for the rental of student dormitory public spaces shall be administered in accordance with NCKU Fee-charging Standards for the Use of Student Dormitory Public Spaces.
- 五、 學生宿舍公共空間之使用順序，以申請登記時間先後為原則。但本組舉辦活動或有其他特殊情形時，本組得優先使用或安排。
 - V. In principle, student dormitory public spaces shall be used in the order of application and registration. However, the Division is entitled to use or arrange such spaces on a priority basis for its activities or under other special circumstances.
- 六、 申請使用人或單位有下列情形之一，本組得予停止使用，已繳納費用不予退還，並得暫停申請使用六個月：

- (一) 有違社會善良風俗或公共安全者。
- (二) 與申請使用活動之名稱或項目不符者。
- (三) 轉讓或轉租其他單位使用者。
- (四) 申請使用後，無正當理由未辦理活動或實際運作者。
- (五) 其他違反本要點規定或經本組認定不適當情形者。

VI. The Division is entitled to suspend the use of the service with no refund of paid fees and no application for the service allowed for six months if applicants or units are involved in the following circumstances:

- (I) Those who violate public morals or public safety.
- (II) Those whose rental applications fail to match the title or scope of the event.
- (III) Those who transfer or sublet the rental service to other units.
- (IV) Those who fail to conduct the activity or actually operate it without a valid reason.
- (V) Other circumstances that violate these Directions or are deemed inappropriate by the Division.

七、申請使用人或單位如逾時使用，應補繳逾時時段之場地費用。

VII. Applicants (individuals or units) who use the rental venue beyond the agreed schedule shall pay charges for the overtime period.

八、申請使用人或單位應以善良管理人之注意義務，妥善使用場地空間，並負責清潔維護。如有造成設施、設備損壞或場地環境髒亂時，應負損害賠償或全部清潔責任，並得暫停申請使用六個月。

VIII. Applicants (individuals or units) shall properly use the venue space with the due care of a good administrator and be responsible for its cleanliness and maintenance. Should any facilities or equipment be damaged or become dirty or disorderly, applicants shall be liable for damages or full cleanup and shall cease to apply for space rentals for six months.

九、申請使用人或單位應注意用電安全，並符合「國立成功大學學生宿舍管理規則」之規定，維護場地秩序，避免喧嘩吵鬧。違反者，得暫停申請使用六個月。

IX. Applicants (individuals or units) should be cautious of electrical safety and maintain order on the premises, and avoid noise in accordance with National Cheng Kung University Student Dormitory Regulations. Violators shall cease to apply for space rentals for six months.

十、申請使用人或單位使用學生宿舍公共空間期間，不得使用危害國家資通安全產品（如大陸廠牌軟體、硬體及服務）；若有發現設備遭駭入侵，應立即關閉該設備電源及通知管理人員，進行後續處理。

X. During the rental of student dormitory public spaces, applicants (individuals or units) shall not use products that endanger national information and communication security (such as software, hardware and services from mainland China). If any equipment is found to be hacked, they shall turn off the power supply to the equipment immediately and notify the management personnel for further administration.

十一、申請使用人或單位如因不可抗力事由，致無法依申請時段使用場地空間時，應於三個工作日前通知本組並辦理退費，本組於扣除行政手續費後退還其所繳納費用。未通知或逾時通知者，已繳納費用不予退還。

XI. Applicants (individuals or units) who are unable to use the rental venue according to the agreed schedule due to force majeure should notify the Division three workdays in advance and process a refund. The Division will refund the already-paid fees with a deduction of the administrative processing fee. Those who fail to send a prior notification or who send an overdue notification shall not receive any refund of the already-paid fees.

十二、 學生宿舍公共空間場地費用之支用，依本校場地設備收支管理要點辦理。
XII. The expenditures for student dormitory public spaces shall be administered in accordance with National Cheng Kung University Site Facility Fee Directions.

十三、 學生宿舍公共空間之使用，除各學生宿舍另有規定外，悉依本要點辦理。
XIII. The use of student dormitory public spaces shall be administered in accordance with these Directions and the regulations for the related student dormitory.

十四、 本要點經學務主管會議通過，校長核定後實施，修正時亦同。
XIV. These Directions shall be approved by the Chief Administrators Council of Student Affairs and ratified by the NCKU president before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.

附表

國立成功大學學生宿舍公共空間及使用收費標準表

項次	宿舍及空間	借用對象及收費			備註
		1. 住宿生及宿舍自治委員會	2. 學生自治團體及學生社團	3. 校內單位	
1	光復一舍簡易廚房	免費	暫不開放	暫不開放	電費使用採電力卡收費
2	光復一舍新創教室	20 元/小時	40 元/小時	80 元/小時	費用含電費，禁止飲食
3	光復一舍 1F 交誼廳	免費	免費	免費	無冷氣，須保持環境整潔
4	光復二舍階梯教室	免費	750 元/小時	1000 元/小時	費用含電費，禁止飲食
5	光復二舍交誼空間	免費	750 元/小時	1000 元/小時	費用含電費，禁止飲食
6	光復二舍沐木平台	免費	300 元/日	600 元/日	費用含電費
7	勝利一舍交誼廳	免費	375 元/小時	500 元/小時	費用含電費。詳細請參閱勝利一舍公共空間使用規定
8	勝利一舍宿舍大廳	免費	375 元/小時	500 元/小時	費用含電費。詳細請參閱本校勝利一舍公共空間使用規定
9	勝利四舍住服組前廣場	免費	200 元/日	400 元/日	費用含電費
10	敬業一舍 2F 交誼廳	免費	暫不開放	750 元/小時	費用含電費。詳細請參閱本校敬業一舍二樓交誼廳使用規定
11	東寧宿舍 2F 討論室	20 元/小時	40 元/小時	80 元/小時	費用含電費，禁止飲食

注意事項

- 一、場地若以小時為計算費用單位，不足 1 小時以 1 小時計，如逾時使用則須繳交逾時時段之場地費，申請後實際使用時數未滿亦不退款。申請場地時，得同時申請借用臨時磁卡，不另收費。臨時磁卡若遺失或損毀，酌收每張 250 元行政手續費及臨時磁卡工本費 100 元。
- 二、如場地為廠商代管空間須與廠商協調後方可進行借用。
- 三、預定於場地內用餐者，使用完畢須負責清潔工作。
- 四、學生自治團體及學生社團借用場地舉辦之活動如有收費，則逕比照校內單位收費。
- 五、申請時須檢附活動計畫書及參與人員名單，住宿生參與人員比例須達三分之二，始適用住宿生收費標準。
- 六、全面禁止抽菸，違反者依法辦理。
- 七、假日或非上班時間須提前提出借用申請，或直接洽詢值勤人員。
- 八、校內單位長期借用場地費用依原價*50%計算。
- 九、長期借用指一次申請借用天數達 15 天以上。
- 十、場地圖說如附圖一、二、三。

Appendix Table

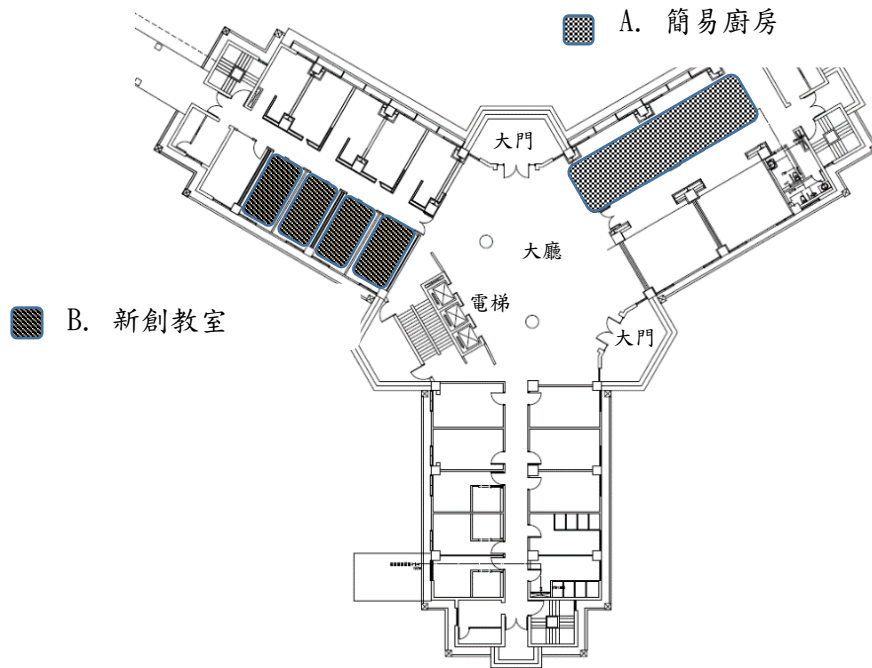
NCKU Fee-charging Standards for the Use of Student Dormitory Public Spaces

No.	Dormitory Spaces	Designated Applicants and Charges			Remarks
		1. Resident Students and Self-governed Committee of Student Dormitories	2. Student Self-governed Organizations and Student Associations	3. NCKU-affiliated Units	
1	Simple Kitchen, Kuang-Fu Dorm No. 1	Free of charge	Non-applicable	Non-applicable	Paying electricity with an electricity card
2	Innovative Classroom, Kuang-Fu Dorm No. 1	NT\$20/hour	NT\$40/hour	NT\$80/hour	The fee includes electricity. No drinking or eating.
3	Student Lounge, Kuang-Fu Dorm No. 1	Free of charge	Free of charge	Free of charge	No air-conditioning. Please keep the environment clean.
4	Amphitheater Classroom, Kuang-Fu Dorm No. 2	Free of charge	NT\$750/hour	NT\$1000/hour	The fee includes electricity. No drinking or eating.
5	Social Space, Kuang-Fu Dorm No. 2	Free of charge	NT\$750/hour	NT\$1000/hour	The fee includes electricity. No drinking or eating.
6	Minewood Platform, Kuang-Fu Dorm No. 2	Free of charge	NT\$300/day	NT\$600/day	The fee includes electricity.
7	Student Lounge, Sheng-Li Dorm No. 1	Free of charge	NT\$375/hour	NT\$500/hour	The fee includes electricity. Please refer to the regulations for the use of public spaces in Sheng-Li Dorm No. 1 for details.
8	Main Lounge, Sheng-Li Dorm No.1	Free of charge	NT\$375/hour	NT\$500/hour	The fee includes electricity. Please refer to the regulations for the use of public spaces in Sheng-Li Dorm No. 1 for details.
9	Plaza in front of the Division and Sheng-Li Dorm No. 4	Free of charge	NT\$200/day	NT\$400/day	The fee includes electricity.
10	Student Lounge on 2F, Ching-Yeh Dorm No.1	Free of charge	Non-applicable	NT\$750/hour	The fee includes electricity. Please refer to the regulations for the use of public spaces in Ching-Yeh Dorm No. 1 for details.
11	Meeting Room on 2 F, Dong-Ning Dorm	NT\$20/hour	NT\$40/hour	NT\$80/hour	The fee includes electricity. No drinking or eating.

Notes:

- The use of a venue is charged on the basis of one hour as a unit with any fraction of an hour counted as a full hour. Overtime use will be charged accordingly. No refunds will be given for unused time. When applying for venue rentals, applicants are allowed to apply for temporary magnetic cards free of extra charge. Should a magnetic card be lost or damaged, an administrative processing fee of NT\$250 and a production fee of NT\$100 will be charged.
- If the venue is a space managed by a contract operator, a rental application shall be administered in coordination with the operator.
- Those who are scheduled to have a meal at the venue shall be responsible for post-event cleanup.
- If student self-governed groups and student associations using the venue charge fees for their activities, they shall administer fee collection in accordance with the fee-charging standards for NCKU-affiliated units.
- A rental application shall be submitted with an event project and a list of participants. The dormitory fee-charging standards shall be applied to an application with resident students accounting for a minimum two-thirds of participants in the event.
- Smoking is completely forbidden. Violations will be administered in accordance with the law.
- Applicants shall submit an application for venue rentals in advance of holidays or off-duty hours, or contact the staff on duty directly.
- Venue rentals by NCKU-affiliated units on a long-term basis shall be charged at 50% of the original fee.
- A long-term venue rental refers to a rental application for a minimum duration of 15 days.
- Venues available for rentals are shown in Appendices I, II, and III.

附圖一、光復紐帶光復一舍公共空間示意圖



Appendix Map I:

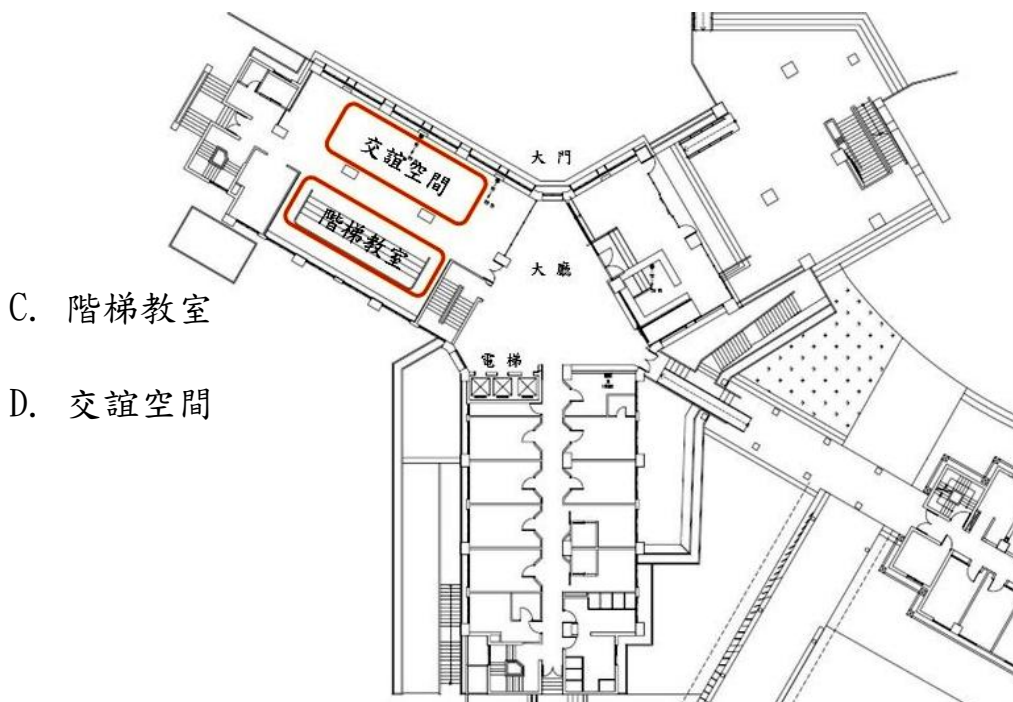
Three-Way Linkage Directory of Public Spaces of Kuang-Fu Dorm No. 1

A. Simple Kitchen

B. Innovative Classroom

(Entrance, Main Lounge, Elevator)

附圖二、光復紐帶光復二舍公共空間示意圖



Appendix Map II:

Three-Way Linkage Directory of Public Spaces of Kuang-Fu Dorm No. 2

C. Amphitheater Classroom

D. Student Lounge

(Entrance, Main Lounge, Elevator)

附圖三、勝利四舍住宿服務組前廣場示意圖



Appendix Map III:

Directory of Plaza of the Housing Service Division and Shen-Li Dorm No. 4

使用區域 Plaza Space

大學路紀念門 NCKU Memorial Arch

大學路 University Road

游泳池看台 Swimming Pool Grandstand

G001 NCKU Main Library (Former)

G002 Zenda Suites (Academy Hotel)

G003 Prince Dorm

G005 Sheng-Li Dorm No. 1

G006 Sheng-Li Dorm No. 2

G007 Sheng-Li Dorm No. 3

G008 Sheng-Li Dorm No. 4

G009 Sheng-Li Dorm No. 6

G0010 Sheng-Li Dorm No. 8

G20 Swimming Pool and Ball Sports Stadium
G23 Security Office for Sheng-Li Dorm No. 3
G24 Security Office for Sheng-Li Dorm No. 9