

Department of Information Communication, Yuan Ze University Studio Management Rules

May 22, 2018 Passed by the 13th Department Affairs Meeting, Academic Year 2017-18
March 6, 2007 Passed by the 7th Department Affairs Meeting, Academic Year 2006-07
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- I. Qualified borrower: The studio of the Department is given priority of use for audiovisual-related courses, assignments and practices, and project production. Those not affiliated with the Department will be subject to the *Regulations for the Management of Loans of Studio and Photography Equipment*.
- II. Opening hours: Monday to Friday 9:00~24:00, Saturday 10:00~18:00, closed on Sunday and national holidays. –
- III. Reservation for use: Those who intend to use the studio shall make a reservation with the expected time slot of use with the Department Office’s “Audio-Visual Equipment Reservation System,” which is open for reservation from 8:30 to 17:00 every school day. Each group of users can make a reservation with the maximum of two hours in a day and no more than four hours in total in a week. If there is any time slot left, it is available for any group in need.
- IV. Reserved time slots for courses and after-class tutoring: At the beginning of each semester, reservations will be made to satisfy the needs of teaching and use of the studio for audiovisual-related courses in that semester. The reserved time slots will only be available for teaching, assignments and practices, and after-class tutoring.
- V. Access control: Users shall go to the Department Office to obtain access to the studio with their student ID cards. In case of assignments and practices, and after-class tutoring by teaching assistants or counselors, each group of users may have direct access to the studio at the reserved time slots.
- VI. Cancellation: Groups of users that decide not to borrow the reserved studio shall make a cancellation one day before the scheduled date. Those groups having canceled the reservation three times will be suspended from reservation during the current semester.
- VII. Note:
 - (1) Users shall take off their shoes before entering the studio. It is prohibited to bring food or drinks into the studio. Smoking is completely prohibited.
 - (2) It is strictly prohibited to disassemble or change the wiring of equipment without approval. If users find any equipment failure during use, please notify the management staff immediately.
 - (3) Users shall start cleaning up the studio 15 minutes before the end of the time and shall not delay the use of the next group of users.
 - (4) Upon handover from the previous group of users, users shall check the equipment and its conditions. Any question shall be relayed to management staff immediately. Otherwise, the users shall be fully responsible for any loss or damage discovered (except for non-human causes).
 - (5) During use, users shall take care of public properties, and keep the studio clean and neat. After use, users shall conduct simple cleaning, place the equipment in its original place and turn off power before leaving.
 - (6) Users shall not post any poster or hang anything on the blue screen during venue setup.
 - (7) Users shall not use multiple lamps on the same socket to avoid overloading the

circuit and causing a fire.

- (8) The Department will regularly remove layouts left in the studio. Users shall take away important layouts immediately after use and be responsible for any losing of or damage to any layouts left.
- (9) Without approval from the Department, it is strictly prohibited to take any equipment out of the studio. Any equipment brought into the studio shall be returned at the time of return. Borrowing of portable equipment shall be handled in accordance with the Regulations for Loans of Audio-Visual Equipment.
- (10) The studio shall not be used to work for private profit purposes other than course assignments.
- (11) If inviting any guest into the studio for the purpose of the program, the group shall be responsible for their actions.
- (12) All image and music materials used in recording programs shall be authorized for use in advance. If any copyright dispute occurs, the group of program production shall be held fully responsible.
- (13) If a user violates the above requirements, the Department has the right to suspend that group's right of use immediately and may report such to the course instructors.
- (14) If a user causes any damage to the venue or equipment of the studio, that user shall be held liable for compensation. In serious cases, that student or group's right to use will be suspended that semester.

VIII. These Rules have been approved by the Department Affairs Meeting before implementation. The same procedure applies when making amendments.