

# Public Space Usage Standards for National Taipei University of Education

## Student Dormitories

These guidelines have been formulated to safeguard the rights and interests of all dormitory users, and to maintain the order of use of the individual study rooms and public spaces. Public spaces are only open for use by students living in the dormitories. The students' dormitory public spaces fall into three categories: Individual Study Room, Meeting Room and Activity Room, and are described as follows:

### I. Individual Study Room

- (1) Open areas: The 3rd floor of Dormitory One (for use by female students) and the 3rd floor of Dormitory Two (for use by male students).
- (2) Opening hours: 24 hours a day during each semester
- (3) Main purpose of use: Personal reading, writing and operating notebook computers.
- (4) Application method: No application necessary
- (5) Precautions:

**The Individual Study Room should be kept quiet. Students should refrain from chatting, mischief and pranks, eating, or engaging in drawing, painting, paper cutting or other suchlike activities. When watching videos or listening to music, please wear headphones. Dorm management personnel will discourage the aforementioned behavior. Those who do not heed the exhortations of management personnel will have their usage rights temporarily suspended, be requested to leave the study room in order to maintain the rights of others, and be penalized by five points.**

### II. Meeting Room

- (1) Open areas: The 4th floor of Dormitory One (for use by female students) and the 4th floor of Dormitory Two (for use by male students).
- (2) Opening hours: 09:00 am to 16:00 pm throughout each semester; 18:00 to 24:00 pm.
- (3) Main purpose of use: Holding meetings or events
- (4) Application method

Before utilizing the Meeting Room, students must register at the dormitory front desk (submitting the users' student ID cards as security). Dorm management personnel will assist in opening and closing the door on the day of use. After the event or activity finishes, users should take the initiative to notify the management personnel to proceed with checking the room. Should untidiness, cut marks, or defacements be found, the users should immediately clear these up. With respect to damages, compensation shall be made in accordance with the original price/s of damaged item/s. Where such compensation is not forthcoming, the users shall be penalized by three points and their qualifications to use the Meeting Room shall be revoked.

- (5) Precautions
  1. This room is only provided for conference use. Students should not use it for engaging in drawing, painting, paper cutting or other suchlike activities. If found to be used for purposes inconsistent with those applied for, the students responsible shall be penalized by five points and their qualifications to use the Meeting Room shall be revoked.
  2. Where there is more than one person applying to use the room for the same period, priority will be given to applicants on a first-come, first-served basis, and the time of usage is limited to 2 hours.

### III. Activity Room

- (1) Open areas: The 5th floor of Dormitory One (for use by female students) and the 5th floor of Dormitory Two (for use by male students).
- (2) Opening hours: 09:00 am to 16:00 pm; 18:00 to 24:00 pm.
- (3) Main purpose of use: group activities or group discussions
- (4) Application method

Registration must be made at the dormitory front desk on the day of intended use (submitting the users' student ID cards as security). Dorm management personnel will assist in opening and closing the door. When leaving, the users should take the initiative to notify dorm management personnel to proceed with checking the room. Should untidiness, cut marks, or defacements be found, the users should immediately clear these up. With respect to damages, compensation shall be made in accordance with the original price/s of damaged item/s. The users shall also be penalized by five points and their qualifications to use the Activity Room shall be revoked.

- (5) Precautions

Up to three groups (members) may use the room during the same period. Should any students perform painting-related activities in this room, they must take precautionary protective measures to avoid marking the desks and chairs or defacing the floor. Do not leave personal items behind.

When using public spaces respect should be shown to others. It is forbidden to use public spaces to store personal belongings, and students must not behave in a boisterous, unruly manner or engage in any activities that otherwise affect the peace of others. Dorm management personnel and members of the dormitory committee may make patrols on an unscheduled basis. If personal items are found stored in public spaces, they will be handed over to the dormitory front desk and will be discarded if no one claims them within one week.

Any matters not covered by these Usage Standards will be dealt with in accordance with the relevant School provisions.

Notice of the Division of Daily-Guidance of the Office of Student Affairs, May 21st, 2018