**Kaohsiung Medical University**

**Audio-Visual Education Center Management Regulations**

August 15, 2005 Passed by the 1st meeting of the Regulations Committee Meeting of the Academic Year 2005

September 08, 2005 Passed by the 2nd the Administrative Meeting of the Academic Year 2005

September 12, 2005 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0940100024

November 12, 2009 Passed by the 4th the Administrative Meeting of the Academic Year 2009

 December 04, 2009 Promulgated via the KMU official letter Chiao Tzu No. 0981105651

June 15, 2023 Passed by the 10th the Administrative Meeting of the Academic Year 2022

June 30, 2023 Promulgated via the KMU official letter Tsung Tzu No. 1121102166

Article 1 Kaohsiung Medical University (KMU) formulates the Audio-Visual Education Center Management Regulations to properly manage the borrowing of the Audio-Visual Education Center.

Article 2 The Office of General Affairs is responsible for the use and management of the Audio-Visual Education Center.

Article 3 Use of the venue is mainly for the following purposes:

1. Distance instruction.
2. Video conference-related courses and meetings.
3. Other usages approved by the University.

Article 4 Usage application rules and charging standards are as follows:

1. Priority will be given to distance instruction.
2. Priority is given to University-level meetings if there is a need for meeting. The borrowing unit shall fill out the application form and send it to the Division of General Affairs, Office of General Affairs.
3. When a KMU unit is organizing an activity, but with funding support from an external unit or fees collected from participants, it will be charged according to the Charging Standards for Venue and Equipment Borrowing after the application is approved, and the fees shall be paid to the Cashier Division within 3 days.
4. For meetings and activities organized by an external agency or society, or organized or co-organized by a KMU unit under commission, a charge will be imposed according to the Charging Standards for Venue and Equipment Borrowing after the application is approved, and the fees shall be paid to the Cashier Division within 3 days.
5. In special circumstances, Paragraphs 3 and 4 do not apply if a special application is approved.
6. Once the content and venue for an activity are approved, they shall not be altered at discretion or used for other purposes. If the venue would not be used as scheduled, an application should be submitted 7 days in advance, and rescheduling or postponement can only be made if it is approved. Paid fees will not be returned, but this does not apply in case of force majeure.

Article 5 Notes on usage:

1. Time of use is from 8:00 a.m. to 5:30 p.m.
2. Keep the room clean; no poster, slogan, or decoration shall be posted on the walls.
3. Flames, explosives, flammables, and forbidden items are strictly prohibited in the room.
4. The original designed usage of the equipment in the room shall not be modified nor shall temporary lighting and sound be installed at discretion.
5. In the event of broken apparatus or equipment damage during the borrowing period, the borrower shall bear responsibility for compensation.
6. All equipment shall be restored to the original state, and borrowed apparatus shall be returned after use, and the venue shall be tidied up before leaving.
7. During the borrowing period, no other people shall be allowed into the audio control room except the designated operators.
8. Smoking is strictly prohibited, and no food and drink shall be brought into the room.
9. The venue shall not be released to others or used by other units at discretion without the University’s permission.

Article 6 In case that the University needs to use the venue for a major interim meeting, the original borrowing unit shall unconditionally give way without any objection. If the fees are paid, they should be returned or an alternative venue should be arranged.

Article 7 Violators of these Regulations or related regulations of KMU shall not only take immediate corrective actions, but also never apply for the use of the venue again thereafter. In case of an offense against the law, the case should be forwarded to the police and the judiciary.

 Article 8 The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments.