

Wenzao Ursuline University of Languages
Rules and Regulations for Use of the English Department Performing Arts Center

Implemented with authorization of Dean of College of English and International Studies on Sep,13th, 2013

- I.** The purpose of these regulations for the Performing Arts Center (hereafter “the Center”) is to set forth a regulatory scheme for effective management, usage and maintenance.
- II.** The Center is used for seminars, workshops, meetings and performances, etc.
- III.** Any division of the school, student club or off-campus organization may use the Center with the approval of the school.
- IV.** Center reservation applications:
 - 1. Reservations must be received by English Department at least two weeks prior to the requested date. The management of the Center reserves the right to refuse a request if application procedures are not followed, with the exception of urgent school affairs approved by the President. (See appendix 3 for the application form.)
 - 2. An off-campus organization should complete application and pay utility and maintenance fees as well as the required deposit before use.
 - 3. Reservation by any off-campus organization will be rescheduled or canceled if the school needs to use the Center for an emergency. The school may inform the organization within five days of the requested date and return the fees. The organization may not appeal.
 - 4. To maximize the effectiveness of the Center, if the estimated number of participants will not fill half of the allotted seats, applications will be disqualified.
 - 5. The application should be made via the director of any school division or counselling unit of student clubs. An off-campus organization should apply for reservation with an official letter.
- V.** Fees (including utility and maintenance fees) will be charged except for the following activities:
 - 1. Important school activities and administrative meetings
 - 2. Lectures arranged by the school
 - 3. Other activities exempted by the school
- VI.** About fees:
 - 1. The usage of the Center is charged by events. One event is counted up to 4.5 hours and costs 4500 dollars. Any event less than 4.5 hours will still be charged the 4.5 hours

amount. The use fees include the access to all equipment inside the Center. If the event is held in the evening or at the weekend and needs assistants, the personnel fees are 300 dollars per person (excluding those events exempted by the school).

2. A deposit of 400 dollars needs to be paid and will be returned after the condition of the Center has been checked.

VII. Applications will be rejected or suspended under any of the following conditions:

1. Violation to government regulations or policies.
2. Extreme and outrageous conduct that exceeds the bounds of common decency. □
3. Use other than that which was specified in the application.
4. Any risk of serious damage to the Center and its environment.

VIII. Rules of use:

1. The users will be responsible for their own setting up and the Center should be restored to its original condition after the event finishes. Smoking in the Center is prohibited during the event and it is the responsibility of the users to maintain order and safety.
2. The users should obey the notice posted inside the Center and heed the advice from the Center staff.
3. No placement of electrical wires, advertising displays, moving of equipment, or pinning and taping on the walls and floors are allowed without permission.
4. Any bulky electric appliances, connecting tools, or changes of electric circuits, lighting, visual-audio and air-conditioning systems require the management's specific permission.
5. If any equipment is lost or damaged, the user is responsible for either its repair or compensation to the value of its replacement.
6. The school holds the right to terminate use or cancel an application, and refuse any further applications from any organization if violation of any regulation occurs.
7. The school will not give refund and may not be held liable for compensation for any disruption of activities caused by natural disasters or accidents beyond its control.
8. Users who wish to withdraw their application should apply for cancellation and refund in advance; otherwise, the fees are non-refundable. Withdrawals within one week may receive a full refund; and withdrawals up to one day prior to events will be eligible for refunds up to half the cost.
9. Anything not mentioned in the regulations will be subject to the school's administrative procedures.

IX. These rules and regulations have been implemented after being passed by an English Department meeting and approved by the Dean of English and International Studies. The

same will apply in cases concerning amendments and revisions.