

Procedures for Use of the Performing Arts Training Room

Department of English, Wenzao Ursuline University of Languages

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

- I.** Purpose: These procedures are established in order to effectively manage, utilize, and maintain facilities and equipment.
- II.** Nature of Use: This professional room is used for scholarly educational research activities, presentations, meetings, and small theatre performances.
- III.** Name of the Professional Room: Performing Arts Training Room.
- IV.** Permitted Units: All units and student organizations approved by the University.
- V.** Application Procedure:
 1. Units that wish to use the facility need to submit an application to the Department of English (the managing unit) 2 weeks before the date of the activity. The managing unit has the right to deny any applications that do not follow correct procedure. Provisional university activities approved by the managing unit are not included in this case. See attached application form.
 2. If the facility is needed by the College for urgent business functions, the borrowing unit will be given a notice to reschedule or cancel.
 3. For in-school activities, all applications should be made in the name of the chief of the unit; and applications from student organizations should be made in name of the chief of the advisory unit.
- VI.** The following violations will result in immediate and permanent loss of permission to use the facility. Previously approved applications will also immediately be revoked.
 1. Failure of activities to match the original purpose in the application, or transfer of the permit for the use of the facility to others.
 2. Activities resulting in a serious risk of damage to the room or equipment therein.
- VII.** Precautions:
 1. The borrowing unit is responsible for restoring the site to its original condition after use, enforcing a no-smoking policy during the event, and providing personnel to maintain order and safety.
 2. The borrowing unit should comply with relevant notices in the facility and adhere to the guidance from management personnel.
 3. Connecting additional power lines; moving equipment in the facility, hanging posters at will, or modifying walls, floors or other facilities is not allowed without the consent of the managing unit.
 4. If any facilities are found to be missing or damaged, the borrowing unit is liable for the cost of repairs.
 5. If the borrowing unit wants to cancel their application for any reason, the cancellation procedure should be made in advance to facilitate the needs of other applicants.

6. Before leaving the facility, borrowing unit personnel should inform the staff responsible for room management and turn off the equipment, air-conditioning, and lights to save energy.
7. Anything not mentioned in the regulations will be subject to the school's administrative procedures.

VIII. Regulations approved by the Department of English and certified by the Dean of the College of English and International Studies then go into effect. This process is the same for all revisions.