

Regulations for the Management of Venues and Equipment Use of the Health Promotion Center of Kainan University

Passed at the Second Faculty Meeting of the 101st Academic Year

Passed at the 150th Administrative Meeting on January 22, 2013

Passed at the First Faculty Meeting of the 104th Academic Year on October 14, 2015

Passed at the Third Faculty Meeting of the 104th Academic Year on January 6, 2016

Passed at the Fifth Faculty Meeting of the 105th Academic Year on April 18, 2017

Amended Articles 1-8 at the 183rd Administrative Meeting of the 106th Academic Year on November 21, 2017

Article 1: Kainan University (hereinafter referred to as the University) formulates the "Regulations for the Management of Facilities and Equipment Usage at the Health Promotion Center of the College of Health Care Management, Kainan University" (hereinafter referred to as these Regulations) for effective management and full utilization of the functions of the Health Promotion Center.

Article 2: The Health Promotion Center of Kainan University (hereinafter referred to as the Center), under the supervision of the College of Health Care Management, consists of the following areas:

1. Leisure Hall: Including the reception counter, health lecture hall, testing consultation room, plant therapy room, aroma therapy rooms (two), shower room, health store, healing garden, and hyperbaric oxygen chamber.
2. Health Garden: Including active exercise room, passive exercise room, and vision training room.

Article 3: Opening hours of the Center:

1. Opening hours of the Center's facilities: (1) Leisure Hall opening hours: Monday to Friday, from 8:00 AM to 5:00 PM. (2) Health Garden opening hours: Priority is given to academic activities of the college, visits by external guests, recruitment activities, and other temporary events. Teaching schedules will be announced within two weeks after the start of the semester, and other temporary activities will be announced separately.
2. On fixed holidays or government-declared non-working days, the Center will be closed without further notice.
3. The use of the Center during non-regular opening hours requires advance application submitted within the previous week, and it can be opened with the approval of the supervisory unit.

Article 4: Priority order for the use of the Center:

1. Academic activities of the college.
2. Important visits by external guests and recruitment activities.
3. Teaching units, administrative units, faculty, and students of the University.
4. External groups' activities approved by the University.

Article 5: Regulations for the borrowing of equipment in the Center are as follows:

1. Priority is given to the courses and faculty and students of the college. When borrowing equipment (limited to three days), the borrower must present a student ID or other identification to the Center. After confirming the condition of the equipment upon return, the borrower may retrieve their identification.
2. For long-term borrowing due to special research needs, faculty and students of the college can apply for long-term borrowing, handled by the Center (long-term borrowing by students requires the signature and approval of the instructor), with a borrowing period limited to one semester.
3. Equipment used in class should be returned within one hour after the end of the class. Borrowers should follow the registered borrowing time for general and long-term borrowing and return. For overdue equipment, a daily fine of one percent of the purchase price of the equipment will be imposed, and a two-week suspension will be applied, prohibiting any further equipment borrowing.
4. The borrowing of equipment requires testing by Center personnel and the borrower simultaneously to ensure no malfunctions. The borrower assumes responsibility for the custody and maintenance of the equipment once it is borrowed.
5. In the case of damage to borrowed equipment, the borrower is responsible for its repair. If it is determined to be irreparable, the borrower must compensate according to the market price.
6. Despite the borrowing period for equipment, administrative and teaching uses by the Center take precedence. If necessary, the Center may inform and request the borrower to return the equipment in advance.
7. Borrowers are not allowed to rent, lend, exchange, alter, or misuse the borrowed equipment. Violations will result in the immediate termination of borrowing rights, and the equipment must be returned to the Center promptly.

Article 6: The fee standards for applying to the Center are as follows:

1. Fee standards for experiencing healing courses in the Leisure Hall:

Course Content	Fee Standards (Per Person)		Course Duration	Remarks
	For on-campus use	For off-campus use		
Plant Therapy	NTD 200	NTD 300	30 mins	
Music and Light Wave Therapy	NTD 150	NTD 300	30 mins	
Aromatherapy Massage	NTD 500	NTD 800	60 mins	
Health Checkups	NTD 120	NTD 200	10-15 mins	
Hyperbaric Oxygen Chamber	NTD 1,000	NTD 1,500	60 mins	

2. Fee Standards for Renting Leisure Hall Facilities:

Item	Health Lecture Hall	Plant Therapy Room	Health Store	Remarks
Capacity	24	30	30	
Venue Fee/Per Session	NTD 6,000	NTD 3,000	NTD 6,000	Venue fees are calculated per session, with each session lasting three hours. If less than three hours, it is still charged for three hours.
Venue Deposit/Per Session	NTD 3,000	NTD 3,000	NTD 3,000	
Digital Equipment/Per Session	NTD 1,000	NTD 1,000	NTD 1,000	
Holiday (including evening) Staff Support Fee/Per Person Per Session	NTD 1,000	NTD 1,000	NTD 1,000	Additional support personnel fees for holidays or evenings, per person per session.
Student Worker Fee	As requested by the borrowing unit, calculated based on work hours (including employer's contribution to labor insurance as required by labor insurance regulations).		Student worker fees also apply to on-campus units.	

3. Fee Standards for Experiencing Health Garden Courses:

Item	Active Exercise Room (8 circular constant speed exercisers and vertical acceleration exercisers)		Passive Exercise Room (Horizontal and vertical acceleration exercise beds)		Vision Training Room (Pressure Acceleration Exercise Chair and New Optical Vision Training Device)		Full Area		Remarks
	On-Campus	Off-Campus	On-Campus	Off-Campus	On-Campus	Off-Campus	On-Campus	Off-Campus	
Capacity	8		8		6		22		
Usage Time	60 minutes		60 minutes		60 minutes		60 minutes		
Unit Price (Per Person Per Hour)	NTD 120	NTD 150	NTD 120	NTD 150	NTD 120	NTD 150	NTD 280	NTD 350	Overtime fees are calculated per hour, and if the usage time is less than one hour, it is still charged for one hour.
Usage Deposit (Per Session)	10% of the total event cost (collected)		On-campus units also need to support		The usage deposit per session		10% of the total event cost (collected)		On-campus units also need to support
Holiday (including evening) Staff Support Fee (Per Person Per Session)	NTD 1,000		NTD 1,000		NTD 1,000		NTD 1,000		

Student Worker Fee	The student worker fee is requested by the borrowing unit through a demand application. It is calculated based on the number of work hours, and it adheres to the regulations of the labor insurance, including the employer's contribution as required by the labor insurance regulations.	
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4. The venue usage fee and security deposit must be paid within seven days after approval notification. Failure to make the payment on time may result in the cancellation of the application.
5. In the event of overtime or damage after venue usage, relevant damage costs will be deducted from the security deposit. If the deposit is insufficient to cover the expenses, the user may be held liable for reimbursement.
6. The venue usage security deposit will be fully refunded within four weeks after the conclusion of usage, pending the restoration of the venue and a thorough inspection to ensure no discrepancies.

Article 7: Rules for the Use of Center Facilities:

1. During class, entry is led by the instructor, and entry for external guests and recruitment requires advance reservation and registration.
2. During class breaks, the venue is available for activities by both on-campus and off-campus groups. Advance application is required, and usage is permitted upon approval by the supervisory unit. Users granted permission, in case of changes or cancellations, must submit an application to the Center three days prior to the scheduled use date, either by phone or in person. Failure to comply with the regulations will result in a refund of only half of the venue usage fee, and any incurred costs will not be refunded.
3. Users registering for the first time to use the Center's equipment must be guided by the management personnel.
4. All equipment within the venue should be well-maintained. If any malfunction is discovered, users should immediately notify the management personnel. In the case of intentional damage, the University's financial management regulations will be applied.
5. When using the Center's equipment, users should consider their personal physical condition. Any accidents resulting from excessive or improper use are the responsibility of the user.
6. The supervisory unit is not responsible for the personal belongings, finances, or borrowed equipment brought in by the users.
7. The Center reserves the right to immediately cease usage and withhold the paid fees under the following circumstances:
 1. Violation of these Regulations or other relevant rules.
 2. Behavior that disrupts social decency or poses a threat to environmental safety and hygiene.
 3. Activities that deviate from the approved usage or transfer of the venue to others.
 4. Other situations deemed inappropriate by the Center.
8. Restrictions on the use of the Center's facilities are as follows:
 1. Shoes must be removed upon entering the Center.
 2. Making noise, consuming food, and bringing pets are strictly prohibited.
 3. All activities and items that pose a danger to public safety are prohibited.
9. After using the Center's facilities, users are responsible for maintaining cleanliness and returning items to their original places. Items left behind after repeated reminders may be treated as waste at the discretion of the supervisory unit.

Article 8: These Regulations, upon approval by the Academic Council and Administrative Council, and after being submitted for approval by the President, shall take effect from the date of publication. Amendments shall follow the same process.