

# NATIONAL SUN YET-SEN UNIVERSITY

## **Department of Mechanical and Electromechanical Engineering Regulations for Use of Meeting Rooms, Special Equipment Rooms, and Equipment**

Approved by the 1<sup>st</sup> Teaching Committee Meeting on September 30, 2008, School Year 97.

Amended and approved by the 2<sup>nd</sup> Department General Meeting on October 22, 2008, School Year 97.

- I. The present regulations are specifically issued to facilitate the use of spaces and equipment of the Department of Mechanical and Electromechanical Engineering as well as to achieve power saving and carbon reduction.
- II. Meeting rooms of the Department of Mechanical and Electromechanical Engineering: Large meeting room (Engineering 2021A); medium meeting room (Engineering 2021B); and small meeting room (Engineering 2021C). Special equipment rooms: Lecture theater (East 3021); large room (East 4055A); and medium room (East 4055B). Equipment and installations: cameras, laptops, projector screens, projectors, and overhead projectors.
- III. The use of meeting rooms is limited to host meetings with the following priority: 1) significant meetings (e.g. for relevant department affairs); 2) general meetings; and 3) project meetings. To borrow a meeting room for a purpose other than the aforementioned meetings, an applicant shall make a booking one week in advance. There shall be no long term booking. When a meeting room is double-booked, its use shall be determined upon the priority described previously. Early or unscheduled use due to specific reasons shall be approved by the department chair.
- IV. For bookings of the special equipment rooms during a semester other than use for evening and weekend classes, the purposes of use shall be submitted to and approved by the teaching committee prior to finalization of lecture arrangement. Moreover, the use of special equipment rooms shall be in accordance with Article III of “Regulations for Use of Meeting Rooms.”
- V. When borrowing keys or equipment, a borrower shall make a booking in writing at the department office with an ID/license as a guaranty on the day of use. Unless for specific reasons, borrowed items shall be returned before administrative staff leave for home on the same day.
- VI. When using a special equipment room or a meeting room, the cleanliness of the room shall be maintained and smoking is prohibited. Please return tables and chairs to their original positions and switch off lights and air conditioner after use; and lock the door and windows for safety purposes.
- VII. The use of installations and equipment shall be in accordance with instruction manuals. The

cleanliness and completeness of devices shall be maintained.

- VIII. In case a special equipment room is needed by an evening class, the booking shall be made during the day of use before administrative staff leave for home; and the room shall be returned the next day.
- IX. If a borrower intends to keep expensive equipment overnight, a "Promissory Note for Overnight Use of Expensive Equipment" shall be filled out.
- X. The present regulations shall be discussed by a teaching committee and implemented following documentation of a department general meeting. The same procedure shall be carried out when amendments are to be made.