

## **Guidelines of National Formosa University Gymnasium Management and Usage**

Latest Approved on Apr. 8, 2019, by the Administrative Meeting

1. Usage regulations are set up to strengthen the functions of the Gymnasium and properly maintain the facilities in the Gymnasium.
2. The facilities in the Gymnasium are allocated as follows: the 1st floor includes a PU multi-functional court, rhythmic classroom, weight training room, PE classroom, and dance classroom; there is the Maple Badminton court, table tennis classroom, conference room, and audio-visual classroom.
3. The primary use of the Gymnasium is for physical education classes. Secondary use is for the university's sports competitions, training of sports teams, and clubs' activities. It is open to the public during non-class hours.
4. When exercising in the Gymnasium, users should comply with the regulations and follow the instructions of the management personnel. If there are any violations, the staff has the right to the ones who violate the rules to leave. Serious violations will be published in accordance with the university's regulations.
5. When other offices book the facilities from the school unit, offices should submit application procedures to the Division of Sports Facilities, Office of Physical Education one week prior to the activity. University events and sports-related activities are prioritized. The application must be approved by the relevant supervisor before being granted.
6. If other organizations plan to reserve the Gymnasium, the events should be sports-related. The organizations should check with the Office of Physical Education whether the sports facilities are available or not. Applications should be submitted in accordance with National Formosa University's Venues and Equipment Regulations.
7. Reversing or Opening of Sports facilities may be suspended during NFU's large-

scale events.

8. Opening hours: During semesters, the sports facilities are open with the schedule of class schedule from Monday to Friday. On weekends, it is open from 2:00 to 6:00 pm. It is open to everyone. The facilities are closed during national holidays and exam weeks. The opening schedules for summer and winter vacations are to be announced. Any changes will be announced each semester.
9. The following facilities are open during non-class hours: Maple badminton courts, table tennis rooms, weight training rooms, and fitness classrooms. The first floor PU multifunctional court is prioritized for sports competitions and athletic team training.
10. The fees of using sports facilities: weight training rooms and fitness classrooms from Monday to Friday, and all facilities on weekends. The fees and regulations for using air-conditioned classrooms are in accordance with the attached Table 1 and 2.
11. Regulations for facility use:
  - (1) Sports participants must wear sportswear and sneakers. Those who wear leather shoes are not allowed to enter.
  - (2) Smoking and eating are prohibited inside the facility.
  - (3) Shouting, spitting, littering, and throwing trash or waste are prohibited. Wastes should be disposed of in garbage bins, and recyclable items should be placed in recycling bins to maintain cleanliness.
  - (4) Electrical equipment must not be used without permission.
  - (5) Equipment should not be moved or taken out without permission.
  - (6) Please take care of the facilities. Any damages will be charged accordingly.
12. These regulations were approved by the administrative meeting and will be implemented after being approved. Any future revisions will also be approved.