

# International Student Association Space Guideline

The Office of International Affairs welcomes international student association use of its meeting facilities in keeping with the OIA's commitment "to providing assistance and friendly environment for international students, through professional support and responsive caring."

The International Student Association Space Policy establishes rules and procedures for the use of the OIA's meeting facilities. The OIA staff in charge of the International Student Association Space is responsible for implementing this policy and for maintaining reservation lists.

Use of OIA International Student Association Space by any group signifies acceptance of the terms of this policy.

The space can be reserved up to 14 days in advance. Last time reservation is 1 hour before the event.

*To reserve [International Student Association Space](#) (hereinafter referred to as "OIA-ISAS"), you must agree to all of the following guidelines.*

## OIA-ISAS Policy

(A) This rule applies to the use of an OIA-ISAS by members of the international Student association. It does not apply to use of an OIA International Student Association Space by another association of Taiwan Tech. This rule is cumulative of other OIA use rules. This rule supersedes another OIA rule to the extent of a conflict. This rule may be referred to as OIA-ISAS Policy.

(B) Terms of Use.

(1) The use of an OIA-ISAS by a group or an association signifies the group's or association's acceptance of the terms of OIA-ISAS Policy.

(2) There is no charge for ISAS use.

(3) The use of, and the scheduling of the use of, an ISAS is subject to the needs of the OIA, and may not interfere with the OIA's operations or the use of the OIA by associations. OIA needs to preempt any other scheduled event in an ISAS.

(4) The use of an ISAS does not constitute OIA or Taiwan Tech endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity.

(a) A group using a room may not advertise or announce an event to be held in an ISAS if the advertisement or announcement states or implies the endorsement of the OIA or the Taiwan Tech.

(b) An announcement or notice to publicize an activity may not be posted or distributed on OIA premises without advance approval from the OIA staff in charge.

#### (C) Who May Use an ISAS?

(1) OIA-ISAS may be reserved by a not-for-profit, non-commercial group of at least three individuals engaged in an educational, cultural, intellectual, or university activity.

(2) An association may not reserve an ISAS for individual use.

(a) An association may, upon request, use an ISAS which is not in use until the next group's reservation time.

(b) An association must sign in at the [Skedda website](https://oiaisas.skedda.com/booking?viewtype=3) (<https://oiaisas.skedda.com/booking?viewtype=3>) for individual use of an ISAS.

(c) Other associations may use the room at the same time, in the same manner.

(3) OIA-ISAS may not be used for commercial purposes. A group or association using an ISAS may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.

(4) OIA-ISAS may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, OIA-ISAS may be used for a forum or study group on a political issue.

(5) OIA-ISAS may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, OIA-ISAS may be used for a forum on or the sharing of information about healthcare services.

(6) Permission to use OIA International Student Association Spaces will be withheld from a group that has failed to comply with the International Student Association Space Policy or from a group that damages OIA-ISAS, the equipment, or furniture, or causes a disturbance.

## **Reserving OIA-ISAS**

(1) International Student Associations are eligible to use OIA-ISAS that require a key.

(2) OIA-ISAS can be reserved up to 14 days in advance. Last time reservation is 1 hour before the event.

(3) OIA-ISAS is available on a first-come, first-served basis.

(4) OIA-ISAS Available Period:

Weekdays:

(a) 9:00-12:00

(b) 12:00-14:00

(c) 14:00-17:00

(d) 17:00-22:00

Weekend:

(a) 10:00-22:00

(5) Any association that goes over the weekly reserving quota of 3 times might have their booking removed.

(6) A group should cancel the reservation 1 hour before its time, or it will be considered as no show, which will be marked as a violation.

(7) Please come to the OIA to pick up the key 15 minutes before the reserved time.

## **Care and Use of OIA-ISAS**

(A) Any association who breaks the following rules will be marked as violation.

First time: Suspending the right for reserving ISAS for 2 weeks

Second Time: Suspending the right for reserving ISAS for 1 month

Third Time: Suspending the right for reserving ISAS for the rest of the semester

(1) A group or association using OIA-ISAS may not make noise that disturbs another association or the neighbors.

(2) A group or association using OIA-ISAS must completely vacate the room at least **5 minutes before the School's closing time**.

(3) The OIA does not set up or arrange furniture or equipment in OIA-ISAS.

(a) If a group or association rearranges the furniture, the group or association must return the furniture to the original arrangement before leaving the room.

(b) A group or association may not bring furniture or equipment from the International Student Association Space.

- (c) A group may bring its own furniture or equipment into OIA-ISAS with advance approval by the OIA staff.
    - (i) Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.
    - (ii) A group or association must notify OIA staff when furniture or equipment is brought into the International Student Association Space, and must promptly remove the furniture or equipment at the end of the meeting.
  - (d) A group or association may not store equipment, furniture, supplies, or personal effects in OIA-ISAS before or after use.
- (4) A group or association may not leave trash in OIA-ISAS. A group that has produced trash during a meeting must remove that trash from the International Student Association Space at the end of the meeting.
- (5) A group or association may not affix or fix with an adhesive any item to any part of OIA-ISAS, including a wall, door, window treatment, or woodwork. Except for taping.
- (6) The OIA does not provide audio, video or other equipment other than that which is already installed in the room. Written instructions for the use of the equipment within the International Student Association Space are posted in the room. The OIA does not assist with the equipment.
- (7) A group or association must keep all doors unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- (8) Attendance at a meeting is limited to the capacity of the individual International Student Association Space. Seating or furniture may not be placed in a corridor outside the International Student Association Space.

(9) Food and Drink in OIA-ISAS:

(a) Food and drink may be consumed in OIA-ISAS if the food or drink is individually packaged and does not have to be maintained at a certain temperature, for example packaged snacks, individual containers of soda and whole pieces of fruit.

(10) The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the International Student Association Space.

(B) If a key is lost, the association borrowing the key will be responsible for the value of the replacement of the key and accompanying lock (currently NTD120), processing fee (NTD30), and overdue fines (NTD10/per hour).

(C) Questions not covered in this policy should be addressed to OIA, 02-2730-1130. To discuss exceptions to this policy, please ask the OIA staff in charge of the International Student Association Space at the IB building.