

CYCU Regulations Governing the Borrowing of Equipment and Space from the School of Design

Passed by the 2014-11th College-Level Administrative Meeting on July 2, 2015
Passed by the 2021-2-1st College-Level Administrative Meeting on March 3, 2022

- Article 1 Eligibility: All faculty, staff, and students of the School of Design are eligible to register and borrow equipment and spaces.
- Article 2 Authorized purposes: The equipment and spaces (including classrooms and outdoor public spaces) may only be borrowed for scheduled courses, designated practice assignments, and participation in non-CYCU competitions. The School office reserves the right to deny borrowing requests.
- Article 3 Borrowing method:
- I. Spaces may be borrowed during periods that have not been scheduled for classes.
 - II. Borrowers are required to complete an “Item Borrowing Form” and present their student ID cards or other valid identifications at the School office before collecting the borrowed equipment. The student ID card or other valid identification will be kept at the office until the borrowed equipment is returned.
 - III. A physical count and inspection of borrowed equipment shall be conducted at the time of both borrowing and returning. If any damaged or missing items are identified, they shall be reported immediately, and the equipment shall be restored to its original condition prior to its subsequent return.
 - IV. The borrower shall not leave until the staff on duty at the time of both borrowing and returning the item sign off. If this procedure is not followed, the responsibility shall lie with the borrower.
 - V. The School office reserves the right to reclaim the borrowed items and spaces in advance if necessary.
 - VI. Borrowers utilizing the space for evenings or overnight are required to register and obtain the key from the School office prior to the conclusion of the workday and return the key by 9 a.m. the following day.
 - VII. The School office is open for borrower registration during the university’s working hours.
 - VIII. Separate management protocols may be established for specific equipment and spaces that require distinct regulatory guidelines. The borrowing process for the specific items shall comply with the newly established provisions.
- Article 4 Important notices for borrowing:
- I. Priority shall be given to faculty for teaching and official duties of the School, followed by student activities. Non-official borrowings must be approved by the School office staff in advance.
 - II. The borrowing of space shall primarily be determined by the duration of the course, while the borrowing of equipment shall be limited to a maximum of three days (excluding holidays). The borrower shall provide the return date upon receiving approval by the staff on duty for any extension.
 - III. To ensure that the spaces remain tidy and clean for future users, all borrowers shall properly organize and restore the area to its original condition after use.
 - IV. To prolong the lifespan of the equipment, all borrowers shall handle the borrowed items with care and keep them intact and undamaged.
 - V. Borrowers must independently prepare consumable items, such as batteries and

CDs, as these will not be provided by the School.

Article 5 Borrowing penalties:

- I. The preservation of campus property depends on collaborative efforts. Borrowers shall ensure the space is kept tidy, secure the doors and windows, and switch off all utilities after use. If any property is damaged, the borrower shall be liable for repairs or compensation, and will be barred from future borrowing from the School office.
- II. In the event that the equipment is identified to be man-made damage (such as collisions, disassembly, or improper use) upon inspection, the borrower shall be responsible for the necessary repairs. If the repair cannot be performed, the borrower must purchase the original item for the School as compensation.
- III. In the event that the equipment and spaces are not returned on time, or if they are damaged or lost and the borrowers fail to fulfill their responsibilities for repairs or compensation, penalties shall be imposed in accordance with the relevant regulations of the University.

Article 6 Explanations for any matters not addressed in the Regulations shall be supplemented by the School office.

Article 7 The Regulations have been implemented upon approval by the College Administrative Meeting. The same procedure shall apply to all subsequent amendments.