

National Taipei University of Nursing and Health Science

Regulations Governing Use of Karaoke Equipment in Studio Nos. I, II, III

- I. The Karaoke Equipment has been installed here in National Taipei University of Nursing and Health Science (hereinafter referred to as the University) to facilitate campus societies, class activities, to promote safe, sound and wholesome recreation, association activities and to enhance interactions between the students and faculty members. These Regulations are duly enacted to govern the use of such Karaoke Equipment.
- II. Location of the Karaoke Equipment installation: Studio Nos. I, II, III on the basement floor of Minlun Hall of the University.
- III. Target Karaoke Equipment users: The entire faculty, staff members and students of the University.
- IV. Period of permitted use: Monday~Thursday 9:00~21:00; Friday **9:00~17:00 where the Studios are not officially used for studies, research, or conferences.**

Period A: 9-12AM	Period B: 12-14PM
Period C: 14-17PM	Period D: 18-21PM
- V. Important notes for use of the Studios: Subject to the relevant regulations of the existent management units. Permit to use the Karaoke Equipment shall be temporarily suspended **where the Studios are not officially used for studies, research, conference.**
- VI. Where the subject Studios for use of the Karaoke Equipment are in a location a bit out of reach. The Karaoke Equipment shall not be used except with a minimum of three users who must submit their student identity certificates into custody before use.
- VII. Process of use:
 - ❶ Location of use: Office of Academic Affairs /Student Guidance Section on 1F of the Administrative Building
 - ❷ Time of use: Monday~Friday 8: 30~17: 00
 - ❸ Certificates required: A minimum of three student identity certificates or faculty & staff member service certificates.
 - ❹ Application process: Please first surf the website to check and verify the conditions of the Studios use.

- Register with Student Guidance Section for use.
- Fill out the application form for Karaoke Equipment use.
- Borrow the keys (to the door, studio, iron cabinet)
- Check and verify the Karaoke Equipment and fill out the written confirmation. Inform the Office of Academic Affairs Student Guidance Section immediately in case of any defect found.
 - ⊙ Karaoke Equipment cabinet: Four song books, two wireless microphones, four wire microphones, remote control and such equipment.
 - ⊙ Overhead projector, projector curtain.
- After completion of the use, please return the Karaoke Equipment to the original location. Turn the power off. Clear up the environments. Lock the Karaoke Equipment cabinet.
- Return the keys to the on-duty instructor or the dorm staff.

VIII. Each use is confined to one period of use which may be renewed for one more use if no user is waiting behind. Only one renewed use is permitted. Upon completion of the use, please immediately return the keys to the on-duty instructor or the dorm staff. A user who fails to return the keys **within 30 minutes after use shall forfeit the right to use the Karaoke Equipment in next thirty days.**

IX. Use the Karaoke Equipment in the appropriate sound volume not to inconvenience others. In the event that you use against others in study, beyond the appropriate volume, and are reminded so, you should turn the volume down. If you fail to turn the volume down after being reminded, **the user body (the class, campus society) or unit shall forfeit the right to use the Karaoke Equipment for the next sixty days.**

X. No eating or drinking is permitted inside the Studios. Please be sure to clear up the environment after use and **carry all garbage away yourself.** In the event that the Karaoke Equipment site is found not cleaned and cleared up after use, the user body (the class, campus society) or unit shall **forfeit the right to use the Karaoke Equipment for the next thirty days.**

XI. Please take good care of the Karaoke Equipment, turn all power off, clean and clear up the site, lock the Karaoke Equipment cabinet, the door and windows after use to assure safety and security before you leave.

- XII. These Regulations as well as amendment hereof shall be put into enforcement after being studied and discussed by the Office of General Affairs, Office of Academic Affairs, Office of Military Training Affairs.
- XIII. A student who enter the Studios of the Recreational Center without applying for Karaoke Equipment use shall be subject to penalty according to rules and regulations of the University, or according to law in case of a serious offense.
- XIV. In case of a damage or loss of the Karaoke Equipment, the user shall pay indemnity based on the original cost and shall forfeit the right to use Karaoke Equipment in the next semester.
- XV. Before each use, please be sure to check and verify all articles (to make sure whether everything is okey). In case of a problem or a defect found, please phone the person in charge (Ext. 2421). After use, please sign to confirm the quantities and conditions to show your responsibility.