

National Taipei University of Education Entrepreneurship Base No.90 Venue Management and Usage Guidelines

Approved in the 102nd Administrative Meeting of January 2014.

Approved in the 159th Administrative Meeting of January 2019.

1. National Taipei University of Education (hereinafter referred to as "the University") formulates these guidelines to promote the development of industry-academia cooperation, enhance the utilization efficiency and service quality of venues, and establish effective management principles.
2. The University's Industry-Academia Cooperation and Incubation Center (hereinafter referred to as "the Center") operates Venue No.90 Entrepreneurship Base (located at No.90, Section 1, Heping West Road, Taipei City; hereinafter referred to as "the Venue") to provide the University's departments, schools, degree programs, or faculty and staff with a platform for executing industry-academia cooperation, innovation, entrepreneurship-related projects, and activities.

2.1 Application Methods:

2.1.1 Office Spaces:

2.1.1.1 Eligible Applicants:

- (1) Companies that have signed industry-academia cooperation agreements with the University (with a minimum agreement period of one year, and the application must be submitted during the cooperation period).
- (2) Teams awarded in the University's entrepreneurship competitions of the current year.
- (3) Full-time faculty members of the University who have received government grants for innovative entrepreneurship projects (with a minimum project duration of one year, and the application must be submitted during the project execution period).

2.1.1.2 Application Procedure:

- (1) Companies with industry-academia cooperation agreements shall submit an application form (Attachment 1), along with relevant proof of cooperation, and complete the bidding, qualification review, signing of contracts, and payment in accordance with the University's leasing procedures.
- (2) Entrepreneurship teams shall submit an application form (Attachment 2) and follow the "Campus Entrepreneurship Competition Implementation Guidelines" of the University.
- (3) Full-time faculty members who have received government grants for innovative entrepreneurship projects shall submit an application form (Attachment 3) along with relevant project documentation. They shall be subject to the University's leasing procedures for qualification review, contract signing, and payment.

2.1.1.3 Fees:

The rental fees for office spaces shall adhere to the prices specified in the University's bidding

documents (innovative entrepreneurship projects shall follow the same amount). Payments shall be made within the specified timeframe each month. Users shall also pay facility and equipment usage fees, as well as water and electricity fees, to the University's special account.

2.1.2 DreamSpace:

The usage of the Venue is mainly intended to promote innovation and entrepreneurship activities (usage instructions are detailed in Attachment 4).

2.1.3 Application Methods:

2.1.3.1 Eligible Applicants:

- (1) Entrepreneurship teams mentored by the University.
- (2) Teams awarded in the University's entrepreneurship competitions.
- (3) Full-time faculty members or units of the University organizing innovation and entrepreneurship-related activities.

2.1.2.2 Application Procedure:

At least two weeks prior to the event date, eligible parties should submit the "National Taipei University of Education DreamSpace Application Form" (Attachment 5) to the management unit. Upon approval, the space can be used. In case of changes or cancellations, modification applications must be submitted at least 3 days before the originally scheduled event date.

Usage applications must be submitted within one week.

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2.2 Venue Usage and Return:

2.2.1 Usage:

2.2.1.1 Office Spaces:

- (1) Companies with industry-academia cooperation agreements shall use the spaces within the contract period upon completion of the signing process. Usage must adhere to the terms and conditions outlined in the contract.
- (2) Teams awarded in entrepreneurship competitions shall apply to the management unit within three months after the competition's final selection. The management unit will assess space availability at the time, and approved teams shall sign contracts with the University. Teams not granted extensions in advance will be considered as forfeiting their eligibility, and replacement teams will be arranged in sequence.
- (3) Full-time faculty members of the University who have received government grants for innovative entrepreneurship projects shall use the spaces within the contract period upon completion of the signing process. Usage must adhere to the terms and conditions outlined in the contract.

2.2.1.2 Innovation and Entrepreneurship Spaces:

Usage of innovation and entrepreneurship spaces shall follow the guidelines set by the University's Industry-Academia Cooperation and Incubation Center, detailed in "No.90 DreamSpace Usage Instructions."

2.2.2 Return and Restoration:

2.2.2.1 Office Spaces:

Users of office spaces must vacate the premises and restore the spaces to their original condition, including returning provided equipment and keys, before the contract period ends. Failure to vacate within the designated timeframe will result in the forfeiture of the security deposit, and additional fees will be charged based on the actual number of days of overstay.

2.3 User-related Regulations:

2.3.1 Users are responsible for maintaining the cleanliness of the usage space and ensuring the safety of their belongings.

2.3.2 In the event of violations such as deviation from the intended usage, compromising public safety, or breaching societal norms, the University reserves the right to terminate the user's right to access the facilities.

2.3.3 Users intending to carry out renovation or repairs should obtain permission from the venue management unit before commencing any work.

2.3.4 Except for cooperation projects proposed by the University's departments, schools, and degree programs, other users are not allowed to claim any rights on behalf of the University.

2.3.5 Renewals must follow the application procedure and receive approval from the University before continuation.

2.3.6 The venue is under the jurisdiction of the University's Office of Research and Development.

2.3.7 For any matters not covered by these venue management regulations, relevant laws and regulations shall apply.

2.3.8 These guidelines have been approved in an administrative meeting and will be implemented upon approval by the University's president.