

Procedures for Managing Sports Grounds

Revised and passed at the Student Affairs Committee Meeting on May 23, 2002
Revised and passed at the Physical Education Office Meeting on September 7, 2009

- Article 1. The procedures were established to govern the usage, management and maintenance of sports grounds at Ming Chuan University.
- Article 2. The areas included are as follows:
1. Gymnasium (indoor basketball court, indoor badminton court, and indoor table tennis court).
 2. Outdoor basketball courts.
 3. Outdoor volleyball courts.
 4. Track and field areas.
 5. Dancing rooms.
 6. Soccer field.
 7. Weight training room.
- Article 3. Off-campus persons may not use our sport facilities without approval.
- Article 4. Priority for use of sports grounds is as follows:
1. University activities.
 2. Physical Education courses.
 3. Team training and competitions.
 4. Approved activities.
 5. Faculty, staff, and student activities.
- Article 5. Opening time:
1. Outdoor courts are open the whole day until 10 pm.
 2. Indoor courts may only be used for classes and approved activities. Indoor courts can be used after 5 pm each day on Taipei campus, even on holidays, and can be used after 4:40 pm on Taoyuan Campus with approval from the General Affairs Division.
 3. Faculty, staff, and students may use facilities during opening times except when they are in use for classes and training.
 4. Using track and field areas on Taoyuan Campus during maintenance periods is strictly forbidden.
- Article 6. Using sports grounds :
1. Sport clothing and shoes are required and fireworks, food, and smoking are banned.
 2. Only sneakers are allowed when using indoor basketball court, indoor badminton court, indoor table tennis court, and dancing rooms.
 3. No baseball and golf activities are allowed on the track and field areas.
- Article 7. If rules are being broken while the sports grounds are in use, managers of the areas or security personnel may require that activities be stopped or require that users leave the premises. Users who refuse to take guidance will be dealt with in accordance with applicable university regulations.
- Article 8. Sports equipment should not be arbitrarily moved and should be returned to their original positions if moved.
- Article 9. University units and student clubs should apply to use facilities at the Physical Education Office and General Affairs Division a week in advance.
- Article 10. Off-campus units should apply three weeks in advance to use facilities at the General Affairs Division for approval.
- Article 11. The contents of activities must be consistent with the activity for which application has

been made. Sports facilities may not be further loaned to a third party.

Article 12. Loan of facilities may be cancelled or altered if special situations require it.

Article 13. Facilities that have been loaned may not be used for commercial purposes.

Article 14. Facilities should be tidied and inspected by the venue manager after use.

Article 15. Upon being passed at the Physical Education Office Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedures.