

國立成功大學生物科技中心場地租借切結書

National Cheng Kung University Center for Bioscience and Biotechnology Venue Rental Declaration

編號 No. :

110 年 1 月 8 日簽案修訂通過 Amended and approved on January 8, 2021

租借單位 Tenant	租借用途 Purpose of Rental	租借地點 Location of Rental	使用面積 Area of Use	租借期限 Period of Rental

每月租金()=租借空間坪數()×每坪每月()元
 Monthly Rent ()=Rental Space Area in pings(1 ping=35.584 square feet) ()×NT\$() per ping per month(1 ping=35.584 square feet)

為協助國立成功大學生物科技中心(以下簡稱本中心)所負責推動業務之教學、學術研究或專業技術等需求,依本中心場地空間管理要點,長期租借本中心空間者,謹具結事項如下:
 To satisfying the needs of education, academic research or professional techniques etc. promoted by National Cheng Kung University Center for Bioscience and Biotechnology (hereinafter referred to as the "Center"), according to the Guidelines for Managing Venue Space of the Center, the Tenant of long term rental of the Center hereby declares the following:

- 一、租借期間除就現有環境空間整修外,不得任意改建、增建、新建或裝潢地板等,並應善盡安全維護管理責任,依本中心場地空間管理辦法規定,繳交租借場地費。
 During the rental period, except for the renovation and repair of the current environmental space, any arbitrary reconstruction, additional construction, new construction or floor renovation etc., is restricted, and the Tenant shall fulfill the safety and maintenance management responsibilities with due care, and shall also pay rental venue fee according to the provisions of the Regulations for Managing Venue Space of the Center.
- 二、租借空間,應符合學校用地相關規定及切結之用途使用,並不得將租借空間轉借、供借貸或設定任何權利關係。
 Space rental shall comply with the relevant regulations for use of school space and the purpose of use declared. In addition, the Tenant shall not sublease, mortgage or set any rights on the rental space.
- 三、租借期屆滿或本中心因發展有使用租借場地之需要,本中心將提前一個月通知租借單位,租借單位即應將所租借空間回復原狀,無條件交還本中心,已繳之租金按比例退還。
 In the event that the term of rental expires or the Center requires the use of the rental venue due to development needs, the Center shall inform the Tenant one month in advance, and the Tenant shall restore the rental space back to its original state and return to the Center unconditionally. In addition, the rent already paid shall be returned proportionally.
- 四、租借單位應於收到本中心通知後 15 日內,繳交一年份場地費用,逾時未完成繳費者,取消進出資格;經催告仍未繳費者,終止空間使用權,租借單位應將租借場地回復原狀,無條件交還本中心。
 Within fifteen days after receiving a notice from the Center, the Tenant shall pay the venue fee for a period of one year. For any delay of payment beyond such time-limit, the qualification to access the rental venue shall be canceled. When the payment is still not made after the request for payment, the right to use the space shall be terminated, and the Tenant shall restore the rental venue back to its original state and return to the Center unconditionally.
- 五、租借期間所生之維護費或其他一切相關費用,如稅賦、罰鍰等,概由租借單位負擔。
 All maintenance fees or other relevant fees incurred during the rental period, such as taxes and penalties, shall be borne by the Tenant.
- 六、本中心所屬場地空間實施全天門禁管制,申請人或單位須檢附完成實驗室一般安全衛生教育課程證書,始得提出門禁開通申請。
 Whole-day access security control is implemented for the venue space of the Center, and applicants or applying units shall enclose the Laboratory General Safety and Health Education Course Certificate completed in the application in order to apply for the access security permission.
- 七、申請人或單位應妥善保管門禁卡,如有遺失、離職或無需再使用該卡情形者,應即向本中心申請刪除權限,未刪除權限而遭冒用所衍生之法律問題,由申請人或單位及長期租借單位計畫主持人自行負責。
 Applicants or applying units shall keep the access security cards under custody properly. In case of loss of card, resignation or no longer use of the card, it is necessary to apply for the cancellation of the authority with the Center. For any legal issues arising from fraudulent use of cards due to non-cancellation of the authority, the applicants or applying unit and the principal investigator of the long-term rental unit shall bear the liability solely.
- 八、90 天無進出紀錄之門禁卡,進出本中心權限將予停止。
 When an access security card has no access records for ninety days, the authority to access the Center may be suspended.
- 九、本中心採實名制刷卡進出,轉借他人門禁卡者,取消進出資格 90 天。
 The Center adopts the real name system for card reading to access the Center. For any one lending his or her access security card to others, his or her access qualification shall be canceled for ninety days.
- 十、使用場地空間期間,應遵守本校相關安全、環境清潔及維護等管理規定並參與相關教育訓練及遵守防疫準則。違反規定者,取消進出資格 90 天;如違規達 3 次以上,終止空間使用權,場地費用不予退還。
 During the period of use of the venue space, the Tenant shall comply with management regulations related to safety, environmental cleanness and maintenance of NCKU, and shall also participate in relevant educations and trainings as well as comply with the epidemic prevention rules. For any violation of the rules, the access qualification of the Tenant shall be canceled for ninety days. In case where there are more than three times of violation, the Tenant's right to use the space shall be terminated, and the venue fee shall not be returned.
- 十一、租借單位須先完成繳費後,方能享有使用權。
 The Tenant shall complete the payment first in order to enjoy the use right.
- 十二、租借單位不得以任何設備或資產抵用場地費用或其他一切相關費用。
 The Tenant shall not use any equipment or asset to offset the venue fee or all other relevant fees.
- 十三、租借單位如未遵守上述事項,本中心得作強制或必要之處置。
 When the Tenant fails to comply with the aforementioned requirements, the Center may make enforced or necessary disposition.
- 十四、本切結書如有未盡事宜,依本中心場地空間管理要點辦理。雙方得視實際需要,另行協商處理。
 Any matters not specified in this Declaration shall be handled according to the Guidelines for Managing Venue Place of the Center. Both parties may further engage in negotiation for disposition depending upon the actual needs.

長期租借單位:(請於下方簽名並加蓋單位章及代表人職名章)
 Long Term Tenant: (Please provide signature below and stamp the seal of the company/unit and the job seal of the representative)

單位名稱 Name of Company/Unit :

代表人(職稱姓名)Representative (Job Title and Name) :

簽立日期 Signing Date(YY/MM/DD) : 年 月 日