

National Yang Ming Chiao Tung University

Guidelines for Guest House Management

Approved by the President on November 22, 2021

Revised and approved by the President on June 27, 2022

1. To ensure management effectiveness and enhance service quality, the following guidelines are established according to the Management and Safety Maintenance Guidelines for the Residential Facilities of the Ministry of Education, its Affiliated Institutions, and the School.
2. The guest house is available once the applicant has obtained the approval from the school. The management unit of the guest house is the 1st and 2nd Division of Property and Business Management of the Office of General.
3. Service targets of the guest house service:
 - (1) Chair professors, distinguished professors and their families.
 - (2) Scholars engaging in academic exchange, visiting professors and their families.
 - (3) Part-time instructors employed by the school and their families.
 - (4) Participants in activities organized by the school and their families.
 - (5) Staff members (including retired staff members) and their families.
 - (6) Students, alumni and their families.
 - (7) Other personnel as approved by the dean of general affairs.
4. Application for the guest house:
 - (1) Short-term accommodation: Refers to the accommodation period within a year.
 - a. Priorities will be given to applications for school meetings, international academic seminars or activities organized by the school, research courses, and other official demands
 - b. The applicant/unit must submit the application within one month before the scheduled check-in date.

- c. The applicant/unit shall file the application to the management unit along with their personal information and relevant supporting documents. Please pay the cleaning fee before check-in.
- d. If applicant/unit would like to cancel the application for short-term accommodation, the applicant/unit must notify the management unit three days before the check-in date. For late notification, the cleaning fee will not be refunded. If the applicant/unit has not paid the cleaning fee, the right of application will be canceled for six months.

(2) Long-term accommodation: refers to the accommodation period for over a year.

- a. Priorities will be given to applicants who meet the requirements of paragraphs 1 and 2 of item 3
- b. For the guest house on Shiping Road, priorities will be given to applicants outlined in paragraph 1 of item 3 and newly recruited teachers.
- c. The applicant/unit need to submit the application with the copy of appointment letter and necessary identity documents, along with reasons of application to the dean of general affairs. The accomdation period is within two years.
- d. Before the expiration of the accommodation, special approval is required for extension. The applicant/unit shall submit the application for approval from the dean of general affairs. The extension period if up to one year per application.
- e. The accumulated accommodation period is up to six years. If it is necessary to apply for an extension beyond this period, please specify the reason and submit the application to the President for approval. The accomodation period of the guest house on Shiping Road for newly recruited teacher is limited to three years.

5. Accomodation principles:

- (1) The applicant/unit is responsible to pay for the accomodate charges based on the use pay principle.
- (2) The user is not allowed to lease, sublease or provide a room for other users.
- (3) The guest house provides living space and living equipments only. No room services are provided.
- (4) If the user violates the following regulations, the right of occupancy may be canceled upon the decision of the dean of general affairs:
 - a. Violation of laws and regulations.
 - b. Inconsistency in the application's content, regarding qualifications and the reasons for requiring accommodation.
 - c. Violation of the school's rules, obstruction of the promotion of official affairs, or disregard for security.
 - d. No improvement when the user is being reminded that the house is left unused for a long period.
- (5) If the management unit need to adjust or cancel the application for accommodation as the guest house is used for other purposes, the users must move out from the premises. The school will refund the remaining accomodation fee and other expenses. The user cannot file for any compensation.
6. The standards on the rate of charge and notices for the accommodation of the guest house shall be otherwise established.
7. The guidelines and any future revisions shall be implemented upon the approval of the President.