

International Centre of Cultural Studies, National Yang Ming Chiao Tung University

Guideline of Media Lab Workspace Rental Services

1. In order to assist various classes and events held by the International Centre of Cultural Studies, this guideline for Media Lab Rental Services is set to maximize the efficiency of the processes.
2. Rules for using:
 - a. The Media Lab is located in Room 208, HA Building 2, NYCU. Due to limited resources, the Media Lab prioritizes applications by researchers participating in or advising projects, classes, events or field works of the Centre. If there are student activities or personal use, please proceed to related departments for the rental services.
 - b. For those who have finished the projects with the assistance of the Media Lab, please acknowledge that “this research is supported by the International Centre of Cultural Studies, National Yang Ming Chiao Tung University.” Related research results will be listed in the portfolio of the Centre.
3. Procedures for rental
 - a. Fill in the [Media Lab Workspace Rental Form](#) to book a specific time slot, and email to iccsmedialab@gmail.com. After receiving the reply, please sign the form and hand it back to the office of the Centre and take the key. The office hours of the Centre are 10:00-12:00, 14:00-17:00 (Monday to Friday).
 - b. Do not rent the Media Lab at least one day before use. The longest booking for one single use would be 15 days and renewal of the booking is allowed if no one applies for the rental services. For those who have used the Lab for more than 15 days they would receive a notice for reminding the user to clean up the Lab and return the key. If there are special requirements for booking extension, please do apply one day in advance for permission. If one occupies the Lab exceeding the booked session, the Centre has the right to remove one's personal belongings to avoid affecting other users.
 - c. If the date of borrow/return is a holiday, one shall borrow/return the Lab one day in advance.

- d. The maximum capacity of the Lab is 2 people. If there are 3 people or more booking the same period, the Centre shall depend on the nature of the events to decide the priority of the users.
- e. Before using the Lab, one shall confirm with the manager that the Lab is in a normal situation with all facilities. When returning the key, please make sure that all personal belongings are cleared and the Lab is cleaned up. All electronic devices should be turned off after use. Do lock the door before returning the key to the Centre.
- f. For those who rent the Lab and shooting equipment at the same time, do fill in two application forms respectively. The equipment shall be rented and returned in the Centre's office.
- g. Do not eat or drink in the Lab and keep the space clean. Do return all the facilities back into their original positions after use.