

**National Taiwan Ocean University**  
**Art Gallery Venue Lease Application Form**

Date: \_\_\_\_\_, 20 \_\_\_\_

<b>Unit of Application</b>			
<b>Applicant</b>		<b>Contact Telephone No.</b>	
<b>Venue of Lease</b>	Art Gallery (Show windows outside the Concert Hall)		
<b>Event</b>			
<b>Time Period</b>	From _____, 20__ to _____, 20__	Total ____ day(s)	
<b>Date of Setup (max. 1 day)</b>	_____(month) ____ (day) (Only during office hours)	<b>Date Dismantling (max. 1 day)</b>	_____(month), ____ (day) (Only during office hours)
<b>Description of the Event</b>			
<b>Remarks</b>	_____ hanging cables needed (max. 5)		
<b>Notes</b>	<ul style="list-style-type: none"> <li>❖ The exhibition shall not infringe the tranquility and sanitation of the library.</li> <li>❖ All the activities of the exhibition, including set-up and dismantling, shall follow the hours of operation of the library.</li> <li>❖ All the work related to the exhibition, such as use purpose, exhibition set-up and dismantling, should be carried out as stated in the approved application. No alternation whatsoever is allowed on the original facilities of the center. The use of nails, nail guns, double-sided tape and other adhesives or tools and articles that may damage the wall is strictly prohibited. The application unit is held liable for any stains or damage resulted.</li> <li>❖ During the lease period, the exhibitors are responsible for the safety and maintenance of their works and personal safety. For valuable or fragile items, the exhibitors need to install protective equipment and ensure their safety. The center makes the leased venue available for static exhibitions of NTOU faculty and staff and student clubs, but does not provide relevant manpower and material support, neither does it bear any liability for the safety of the people and the works.</li> <li>❖ The library may immediately discontinue the lease if it is found that the application unit transfers the lease to a third party, or if the content of the event is inconsistent with that listed in the application, or if the event in any way violates the regulations of the government or NTOU.</li> <li>❖ For any situations not mentioned here, the regulations of the Center shall prevail. Failure to observe the Notes and other relevant regulations may disqualify the applicant from filing any further applications.</li> </ul> <p style="text-align: center; color: red;"><b>The undersigned hereby agrees with the above items and agrees to be held liable for any loss or damage.</b></p> <p style="text-align: right; color: red;">Applicant: _____(signature)</p>		
<b>Staff review</b>		<b>Readers' Service Section</b>	<b>Decision by Director</b>