

**大同韩新学院 ONEWORLD HANXIN COLLEGE**

**空间租借费用 RENTAL RATES FOR VENUE AND FACILITY EQUIPMENT**

<b>场地 Venue</b>	<b>原价 Rental (RM)</b>	<b>非营利文教团体/校友 Non-profit Cultural &amp; Educational Organization / Alumni (RM)</b>	<b>订金 Deposit</b>	<b>基本设备 Facilities</b>
<b>普通课室 A Classroom A</b>	300	200	150	25-35 pax 白板、冷气、电脑、音响、桌椅 Whiteboard, Air-Cond, Computer, Speaker, Writing pad chairs
<b>普通课室 B Classroom B</b>	400	300	200	40-50 pax 白板、冷气、电脑、音响、桌椅 Whiteboard, Air-Cond, Computer, Speaker, Writing pad chairs
<b>讨论室 Discussion Room</b>	250	200	100	10 pax 白板、冷气、桌椅 Whiteboard, Air-Cond, Chairs and Foldable tables
<b>礼堂 Auditorium</b>	1000	650	500	150 pax 椅子、冷气 PVC Chairs, Air-Cond
<b>摄影棚 Photography Studio</b>	400	300	200	绿幕 Green Screen
<b>舞蹈室 Dancing Room</b>	400	300	200	落地镜 Dance Mirror

<b>设备器材 Equipment</b>	<b>租金 Rental (RM)</b>	<b>订金 Deposit (RM)</b>
投影机 LCD Projector	300	600

**Remarks:**

- 使用时数一日以 8 小时为限。超时使用，每小时加收 RM100；礼堂每小时加收 RM200。  
8 hours per day. Additional hour will be charged RM100 per hour (RM200 per hour of Auditorium).
- 使用 4 小时以下，空间租金折半。  
First 4 hours, half rental will be charged.
- 场地租借期间若占用其他空间或需要大量用电（例如：拍摄），价钱另议。  
If you occupy other space or need a lot of electricity (for example, shooting), the price is reconsidered.

**大同韩新学院空间租借细则**  
**ONE WORLD HANXIN COLLEGE VENUE RENTAL RULES AND REGULATIONS**

**1. 宗旨 Objective:**

大同韩新学院（以下简称本院）为鼓励各类文教、社会、知识与创意活动的推广，开放本院空间租借以供大众举办活动之用途，共同打造以社区为基地的艺文聚落。

Oneworld Hanxin College encourages the holding of any kind of cultural, educational, social, intellectual and creative activities. Therefore, we open our venues for the public to organize their activities and create a community-based art and cultural space.

**2. 申请资格 Application qualification:**

本院的空间，欢迎团体和个人租借，唯必须遵守本院订立的租借规则。凡本院校友与非营利文教团体，均享有优惠（请参见空间租借费用）。

We provide venues for rent to associations or individuals with the condition that the applicant must strictly abide by the following rules and regulations.

**3. 申请方式 Application method:**

欲租借者，须填写空间租借申请表，经本院学生事务处签名批准后方可使用。联络：03-9171 6786 或 [sa@hanxin.edu.my](mailto:sa@hanxin.edu.my)。

Applicant(s) must fill in the Venue Rental Application Form and obtain approval from Department of Student Affairs before using the venue and facilities. Contact: 03-9171 6786 or [sa@hanxin.edu.my](mailto:sa@hanxin.edu.my)。

**4. 租借规则 Rental rules and regulations:**

4.1 获得批准后，租借者须于使用日前一周缴清订金与租金。否则，将取消租借资格。

On approval, applicant(s) must pay the rental fee and deposit one (1) week before the date of rental.

4.2 付款方式 Payment method:

请将款项汇至以下户口，并将姓名和电话号码，连同付款单据电邮至 [sa@hanxin.edu.my](mailto:sa@hanxin.edu.my)。

Please bank in to below account and email the bank-in slip with your name and phone number to [sa@hanxin.edu.my](mailto:sa@hanxin.edu.my)

ONEWORLD HANXIN COLLEGE SDN BHD

MayBank: 5148-4230-1788

4.3 租借者不得随意取消预订。欲退租者须于使用日前三个工作日书面通知本院，方可领回租金，同时，本院将没收订金。

Cancellation of confirmed booking shall submit in writing 3 working days before and the rental fee is allowed to refund but the deposit will be forfeited.

4.4 租借者须维护使用空间与公共空间的清洁，不得丢置残余饮食，并将垃圾带走。

Applicant(s) must maintain the cleanliness and tidiness of the venue and public area.

4.5 租借者须妥善保管与使用空间内的所有设备器材，并在使用后恢复空间原状，将相关物件放回原处，如有损坏或遗失将按照市价赔偿。

Applicant(s) must handle all the facilities, tools, appliances etc with utmost care. Any damage and loss of tools and other properties will be charged accordingly to the applicant, be it the cost of replacement.

4.6 租借者若要进行场地布置或张贴宣传品，必须获得本院批准。

Bunting and banner hanging and stage decoration of event shall be discussed and approved by the Venue, and the applicant should be responsible for picking up at completion of event.

4.7 未经批准者，不得擅自移动或使用本院礼堂的灯光及音响设备。

Moving equipment of auditorium without approval is prohibited.

4.8 租借者不得在空间内留下双面胶、胶水、钉子等痕迹。

No hammering, sticking, using of double-sided tape is allowed in the decoration of the venue.

4.9 严禁在租借空间进行政治、违法、有伤风化的活动。

Political, ritual and unethical activities are prohibited.

4.10 严禁燃烧东西或吸烟。

Burning and smoking are prohibited.

## 5. 其他注意事项 Others:

5.1 本院不对任何于租借空间使用期间所发生的意外、损伤或死亡负起任何责任。

The Venue bears no responsibility for any accidents resulting in injury or death during the course of the rental of our premises.

5.2 本院在确认租借者未损坏空间与设备，以及保持空间的清洁之后，订金将在空间使用后一个月内退还给有关租借者。

The deposit will be returned only within one month after the venue is satisfied that no damage or loss has been done to the premises or appliance used, or the applicant(s) has repaired the damaged or replaced the lost items, and that the premises are kept in clean and tidy conditions.

5.3 本院有权随时检查或阻止违反租约的活动。

The Venue retains the right to inspect or terminate the misrepresentation event.

5.4 本院有权拒绝任何租用申请，无须给予理由。

The Venue reserves the right to reject any rental application without giving any reason.

5.5 本简章若有未尽善之处，本院保留随时增删、修改之权利。

Oneworld Hanxin College reserves the right to amend these rules and regulations when necessary.

于 2019 年 2 月 27 日 大同韩新学院第 2 次校务会议通过  
Approved by College Meeting, 27<sup>th</sup> February 2019