

Rules of Global Lounge

Regulations in Global Lounge

1. Activities that encourage racial, color, regional, religious, political, gender, socioeconomic discrimination/s among the people are not allowed to conduct in the Global lounge.
2. Global Lounge opens from 8 am to 10 pm, according to the opening and closing of NTU Student Activity Center, as well as the NTU holiday policies.
3. English is the major working language while Chinese is the second. Users are encouraged to use English while communicating each other or officers of Global lounge.
4. The activities held in the Global Lounge also welcome visitors who are not part of the association/individual applicants.
5. Smoking is prohibited.
6. Users must place materials at the original places after use, manage their garbage and keep the place clean.

How to Reserve

1. Download, print and fill in the Application Form from the website.
2. Submit the Application Form to officer / staff of Global Lounge.
3. After approval of request, contact person will be informed by email.
4. A proposal is required if a special activity is planned to conduct at Global Lounge. The contents of the proposal should include
 - Title / Name of Activity
 - Host / Organizer / Contact Person
 - Time / Place / Number of People
 - Purpose
 - Schedule

Before entrance of Global Lounge

1. Sign the logbook.
2. Deposit a NTU student / Staff ID Card is required.

Canceling reservations

To cancel a reservation, a filling and submission of cancelation form is required at least one week prior to the approved date. Application submission and approval procedures are as same as the reservation application for the Global Lounge.

Punishment

1. Violating the general rules, especially not canceling the reservation before one week: The Applicant/Association is disqualified to use / reserve Global Lounge for one month.
2. Breaking properties of the Global Lounge: responsible person need to pay penalty equivalent with the damaged one.

Priorities of Activities

1. OIA & [NTUOSA](#) / official activity
2. Programs organized by the Global Lounge Board
3. International activities:
 - Promoting culture exchanges
 - Enhancing interaction between foreign and local students
 - Welcoming international visitors
 - Using foreign language

Specific Rules for Each Area

Area	Meeting Area	Opening area	Kitchen	TV area	Poster Area	Exhibit Area
Number of People Required	>5 people	>15 ppl	-	>1		
Duration	2 hrs each meeting	3hrs	3hrs	-	< 2 weeks	< 2 weeks
Time of Reservation	Last-minute reservation allowed	2 weeks before	2 weeks before	Last-minute reservation allowed (for individuals) 2 weeks before(for reservations with opening area)	3 days	2 wks before→ proposal 1 wks before→ present your things to the activity center
Other Requirements		Proposal (no more than two pages)				Proposal (no more than two pages)
Note	no re-booking in the same day	Activities must welcome all visitors	1. ends at 21:30 2. booked with the opening area	booked with the opening area		