

# Ming Chuan University Procedures for Managing Golf Driving Range, Paintball Field and Archery Range

Passed at the School Affairs Committee Meeting on April 29, 2008  
Revised and passed at the Regulation Committee Meeting on June 9, 2008  
Revised and Passed at the School Affairs Committee Meeting on October 7, 2008  
Revised and passed at the Regulation Committee Meeting on November 10, 2008  
Passed at the Administrative Council Meeting on December 1, 2008

- Article 1. These procedures were established to ensure the regular use of Golf Driving Range, Paintball Field and Archery Range (hereafter referred to as sports grounds).
- Article 2. The managing unit of the sports grounds is School of Tourism, Ming Chuan University (hereafter referred to as the unit).
- Article 3. Those using these sports grounds are those attending classes of MCU, in cooperative training classes or teams and participating in activities approved by the University.
- Article 4. Equipment used for class sessions (including PE classes, student club activities) on these sports grounds are to be prepared by the users. Grounds should be tidied and returned to their original status after use.
- Article 5. The following rules should be observed when using the sports grounds:
1. Reservations for using the grounds should be made with the managing unit three working days prior to use.
  2. Relevant rules of the University and instructions from the managing personnel should be followed.
  3. Compensation should be paid for any damage caused.
  4. All facilities and equipment should be returned to their original condition and the cleanliness of the grounds should be maintained.
  5. No smoking, eating or drinking is allowed.
  6. Do not wear inappropriate attire when using the sports grounds.
  7. Improper behavior or violation of rules is prohibited.
  8. In principle, the sports grounds are closed during summer and winter recess. Exceptions may be made with the approval of the president.
  9. Until lighting equipment is installed, the use of the sports grounds is suspended at night and when the visibility is not good. If rules are being broken while the sports grounds are in use, managers of the areas (including MCU security personnel) may require that activities be stopped or require that users leave the premises. Users who damage the grounds or injure others shall compensate for the damage in accordance with applicable laws.
- Article 6. General Affairs Division of MCU is responsible for the repair, arrangement and accident insurance matters of these grounds.
- Article 7. Emergency Handling: The essential handling measure is to call security personnel at extension 3128, the office of the School of Tourism at extension 5095 or Campus Health Services Section at extension 3172 to inform of the incident, and stay calm in face of fire, illness, or accidents.
- Article 8. Matters not covered in these procedures will be dealt with in accordance with relevant rules of Ming Chuan University.
- Article 9. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.