

## Guidelines for Borrowing Shared Facilities in the Department of Agricultural Chemistry/ Biochemical Science & Technology

The 2nd departmental meeting of the Department of Biochemical Science & Technology was approved on October 28, 2016

For the management of shared facilities between the Department of Agricultural Chemistry and the Department of Biochemical Science & Technology, the following guidelines have been established:

### 1. Shared Facilities and Management Units:

#### Department of Agricultural Chemistry Management:

- Department Meeting Room (1 room): Room 213, Agricultural Chemistry Building
- Tiered Classroom (1 room): Room 5, Agricultural Chemistry Building (42 people)
- General Classrooms (2 rooms): Room 105, New Agricultural Chemistry Building (20 people); Room 106, New Agricultural Chemistry Building (42 people)
- Discussion Rooms (2 rooms): Room 416, New Building; Room B03, New Building

#### Department of Biochemical Science & Technology Management:

- Tiered Classrooms (2 rooms): Room B10, B1, New Agricultural Chemistry Building (for 104 people). Room 6, Agricultural Chemistry Building (for 42 people)
- General Classroom (1 room): Room B11, New Agricultural Chemistry Building (27 people)

2. The shared facilities are intended for departmental meetings, academic activities agreed upon by both departments (such as academic or practical lectures, seminars, and other gatherings or events), classes, and agreed academic-related activities. Borrowing by alumni associations, related associations, departmental associations, and student clubs requires submission of an activity proposal and is not open for individual student use.

3. Booking of shared facilities is done through online application. Applicants must check the availability of the venue online, submit an online registration, await approval from the designated personnel, receive an email confirmation, and

complete the booking process online. Users must inform the management unit before and after use, restore the venue to its original condition, and obtain confirmation from the management unit. Temporary borrowing of classrooms during weekdays from 8:00 am to 5:00 pm is allowed with prior approval and explanation of the reason for borrowing. Classroom usage must be registered online at least one week in advance for other activities.

4. For borrowing facilities during non-working hours, keys must be obtained from the department office, and they must be returned by 9:00 am the following day.
5. Users are responsible for maintaining the facilities in good condition. Any damages should be repaired or compensated accordingly.
6. Users are not allowed to decorate the venue or post signs, posters, or banners inside or outside the venue without permission. Floral arrangements, baskets, and other items not related to the shared facilities should be removed on the same day.
7. Borrowers are prohibited from subletting the venue, misrepresenting the nature of the event, or violating laws and school regulations. In such cases, the management unit reserves the right to terminate the usage immediately.
8. These guidelines shall be effective upon approval by both departments' departmental meetings.