

國立成功大學校園空地綠美化認養作業要點

NCKU Guidelines for the Greening and Beautification Sponsorship of Idle Land on Campus

105 年 10 月 26 日第 797 次主管會報通過

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- 1、 國立成功大學（以下簡稱本校）為活化閒置校地、打造友善社區共榮圈、創造多元教育及提供優美校園生活環境，特訂定本要點。
 - I. National Cheng Kung University (the University) specifically establishes these Guidelines in order to revitalize idle land on campus, build a friendly co-prospering community, create diversified education, and provide a beautiful environment on campus.
- 2、 綠美化基地（以下簡稱基地），係指經本校校園規劃工作小組評估並決議可提供作為綠美化認養之基地。除另有規定外，以本校總務處為管理單位。
 - II. The greening and beautification site (the Site) refers to a site that is evaluated and determined by the University's Campus Planning Task Force to be available for a greening and beautification sponsorship. Unless specified otherwise, the University's Office of General Affairs shall be the managing unit.
- 3、 符合下列資格之者，得為基地認養之申請人：
 - III. Those meeting the criteria below may apply for sponsoring the Site:
 - （一）本校學生社團。
(1) The University's student club
 - （二）本校教職員社團。
(2) The University's faculty and staff club

同一基地認養，如同時有二個以上申請人，依前款順序優先受理，若條件相同者，以抽籤方式決定。
If there is a conflict regarding sponsorship of the same Site because there are two applicants at the same time, priority shall be determined according to the sequential order in the preceding sub-paragraph, if two conditions are both same, a draw will be performed to determine.
- 4、 申請人於申請認養期間，應檢附申請書及其他有關文件，向本校管理單位提出申請，經管理單位審核同意者，雙方簽訂認養契約，始得成為認養單位，取得認養資格。
 - IV. When applying for a sponsorship, the applicant shall enclose the Application Form and other related documents and submit the application to the managing unit of the University. Once the application is reviewed and approved by the managing unit, the parties will sign the sponsorship contract and the applicant will become the sponsor and be granted sponsorship.

申請書件所載內容如有異動，認養單位應以書面敘明異動情形，函送管理單位備查。申請人認養位置及面積，應於認養契約中訂明。

In case of any changes to the contents stated in the Application Form, the sponsor shall specify the changes in writing and submit them to the managing unit to be filed for reference. The Site and area involved in the sponsorship shall be specified in the sponsorship contract.

- 5、 養單位取得認養資格後，應於基地現場完成點交，始得進場施作。
- V. Once the sponsor is granted sponsorship, a handover shall be completed at the Site prior to deployment for further development.
- 6、 認養單位應遵守下列規定：
- VI. The sponsor shall follow the requirements below:
- (一) 基地應保持開放，不得封閉。
 - (1) The Site will remain open and may not be shut down.
 - (二) 基地應符合低碳生態之原則，灌溉水源盡量以雨水回收過濾使用為優先。
 - (2) The Site shall fulfill the low-carbon ecological principle, and recycled and filtered rainwater shall be prioritized as the source of water for irrigation and used accordingly.
 - (三) 不得使用農藥及除草劑，亦不得出現及施用排泄物或其他發出惡臭物質。
 - (3) No agricultural chemicals or herbicides may be used and no excrement or other smelly substances are allowed or may be administered.
 - (四) 認養單位應善盡基地環境維護管理之責，並應維持環境美觀及寧靜，使用之相關設施及工具不得形成陽性容器，如有病媒蚊孳生源遭相關單位開立罰單，由本校向認養單位追償。
 - (4) The sponsor shall fulfill its responsibility to maintain and manage the surroundings of the Site and shall keep the environment beautiful and tranquil. Related facilities and tools used may not form positive containers. In case of any fine issued by the related authorities because of the growth of disease-borne vectors or mosquitoes, the University will go after the sponsor.
 - (五) 認養單位所使用之物資、器具等物品應注意使用之安全性並妥善保管，離開基地亦應整齊收納於工具間（箱）或帶離基地，如有損壞或遺失，均不得要求本校補償。
 - (5) The sponsor shall pay attention to the safety of supplies such as resources and devices used and keep them properly. It shall also put them away properly in the tool room (box) or take them off of the Site upon leaving the Site, and may not demand compensation from the University in case of damage or loss.

- (六) 基地僅得種種植觀賞植物，並不得任意搭建棚架、遮網、圍籬等地上物或建築物。
- (6) The Site may only be used to grow ornamental plants and no arbitrary setup of tents, scaffolds, protective nets, or fences, among other superficies or buildings is allowed.
- (七) 認養單位應於基地旁設置告示牌（範例如附件），標示認養單位、代表人、聯絡電話、聯絡地址、本校名稱，標示內容應清晰可辨且不得有廣告行為，告示牌長寬需各介於三十公分至一百公分，認養單位應檢送相關圖說經本校同意後，始得設置，相關維護費用由認養單位自行負擔。
- (7) The sponsor shall setup a signboard next to the Site (examples are given in the attachment) showing the sponsor, its representative, telephone number, address, and the name of the University. The information shall be clearly visible and no advertisement is allowed. The signboard needs to be 30 cm to 100 cm wide and long, respectively. The sponsor shall submit related drawings to the University for approval before setup. Only the sponsor shall pay the related maintenance cost.
- (八) 不得以任何理由將基地轉由他人施作，或作非種植使用。
- (8) The Site may not be sublet to anyone else for any reason or be used for non-plantation purposes.
- (九) 基地為無償提供使用，認養期間所產出作物不得有營利行為。
- (9) The Site is provided for use free of charge and any crop produced therefrom during the sponsored period may not be profitable.
- (十) 不得有違反法令、公共秩序及善良風俗之行為。
- (10) Violation of laws and regulations, public order or good morals are not allowed.

7、 基地認養期間以一年為原則，認養單位應於認養契約屆滿、解除或終止時起，10日內將基地回復原狀，返還本校，逾期未返還者，地上物由本校逕為處理，處理所生費用由認養單位支付，認養單位不得異議。契約期滿，認養單位如有繼續認養之意願，應於契約有效期限屆滿前30日以書面正式向本校提出申請，經本校同意後得續約1年，以1次為限。

VII. The duration of the sponsorship of the Site is limited to one year in principle. The sponsor shall return the Site to its original state for the University within 10 days upon the expiration, dismissal, or termination of the sponsorship contract. Failure to do so will be subject to unilateral management of the superficies by the University, with the incurred costs to be paid by the sponsor, to which the sponsor may not have any objection. Upon expiration of the contract, if the sponsor is willing to continue with the sponsorship, an application shall be officially submitted to the University in writing 30 days prior to the expiration of the effective

period of the current contract. Once approved, the contract may be extended for around a year and such extension may only occur once.

- 8、 基地因本校須收回另作他用而終止契約者，應於一個月前以書面通知認養單位，認養單位不得異議或請求補償。
- VIII. In the event that the contract is terminated because the University needs to recall the Site for other purposes, the sponsor shall be notified in writing a month in advance to which the sponsor may not have any objection or request compensation.
- 9、 本校得不定期派員檢查基地認養使用情形，認養單位及其成員不得以任何理由拒絕。
- IX. The University may send someone to inspect the use of the Site from time to time and the sponsor and its members may not refuse it regardless of the reason.
- 10、 認養單位或其成員如有違反本要點應遵守事項，經本校通知限期改善，逾期仍未改善者，本校得終止或解除認養契約，停止其認養本校綠美化基地，認養單位應無條件配合返還，並不得要求任何補償。
- X. If the sponsor or its members violate the requirements to be followed herein and fail to seek improvements by the deadline given by the University, the University may terminate or dismiss the sponsorship contract and stop the sponsorship of the University's greening and beautification site, and the sponsor shall return it unconditionally and may not request any compensation.
- 11、 認養單位就基地設施之設置或管理有欠缺，致人民生命、身體或財產受損害而使本校應負國家賠償責任時，本校對認養單位有求償權。
- XI. The University may make claims against the sponsor in case of any deficiency in the setup or management of facilities at the Site which result in damages to people's lives, bodies, properties, and/or cause the University to be held responsible for state compensation.
- 12、 本要點經主管會報討論通過後實施，修正時亦同。
- XII. These Guidelines are to be enforced following approval through the Executive Board meeting. The same shall apply to their revisions.

告示牌範例
Example of signboard

國立成功大學綠美化基地 NCKU greening and beautification site	
認養單位 Sponsor	
代表人 Representative	
聯絡電話 Telephone	
聯絡住址 Address	
(其他內容) (Other contents)	