

Notices on Borrowing Space of Kinmen Forestry Bureau

- (1) These rules are applicable to Kinmen Botanical Garden, Forest Park, and other sites under the jurisdiction of Kinmen Forestry Bureau.
- (2) Spaces of Kinmen Forestry Bureau may be borrowed for all activities related to agricultural promotion and education, industrial culture, academic lectures, social education, public welfare, and charity, after verifying that they meet public interests, public demands, or do not violate public order and moral.
- (3) In the event activities meet any one of the following criteria, the application to borrow space will not be approved; applications that were already approved may be withdrawn or terminated; and activities already being held in spaces will be immediately stopped:
 1. Violates national policy or damages public interests.
 2. Violates public order and moral or is an illegal assembly.
 3. Engages in for-profit activities, election campaigns, or lacks social education meaning under the name of an assembly.
 4. Raises concerns of damaging the space and its facilities and thus not suitable to continue its use.
 5. The borrower lends the space to others, contracts out operations, jointly operates with others, or provides the space to a third party for use.
 6. Other conditions deemed inappropriate for continued use of the space.
- (4) Applicants should fill out the application form and guarantee letter and submit them to Kinmen Forestry Bureau 10 before the date that the space will be used. Equipment and instruments may only be moved into the space after receiving approval.
- (5) Once an application to borrow space is approved, if the space will not be used as planned, an application to postpone must be faxed or submitted to Kinmen

Forestry Bureau 3 days before the scheduled date. The space may not be privately transferred for others to use; late applications will be construed as forfeit. The postponed use of space is limited to once.

- (6) Applicants are responsible for the management and maintenance of public facilities in the space, and shall be responsible for repairing or compensating any damages to or missing public facilities. Facilities in the space may not be moved without approval. Please contact specialized personnel of Kinmen Forestry Bureau to open any lights or electric equipment; do not attempt to operate the facilities on your own. If additional electric lighting equipment is needed at the last moment, approval from Kinmen Forestry Bureau is also needed. The lighting equipment must be set up by specialized personnel of the bureau. Do not attempt to set up the equipment on your own to maintain public safety.
- (7) Posters and advertising slogans may not be posted without approval from Kinmen Forestry Bureau; the space should be immediately restored after the activity is completed.
- (8) The space of Kinmen Forestry Bureau has many trees and some wooden structures. Therefore, campfires are prohibited during activities. If you have special needs, please acquire approval from the management unit first.
- (9) For approved campfires or barbeque activities, the applicant must verify that the fire is completely extinguished before leaving. The applicant shall be responsible for any hazards caused by embers.
- (10) All participants of units or groups that borrow space of Kinmen Forestry Bureau should have safety insurance and are responsible for protecting the safety of all participants. Kinmen Forestry Bureau is not responsible for any accidents that occur during activities.

- (11) Use of irrigation, landscape, drainage or waters in the space is prohibited. Applicants must assign control personnel to prevent accidents.
- (12) Insects and snakes often appear in the space due to the many trees and diverse natural ecology. Besides reminding activity participants in the space, participants should remain aware and prepare medications and isolation devices.
- (13) Please keep your valuables and money on you at all times. Kinmen Forestry Bureau only provides space and is not responsible for the safekeeping of personal belongings.
- (14) Kinmen Forestry Bureau only provides the space for borrowing; users are responsible for activity equipment, such as briefing, audiovisual, and lighting. However, approval from Kinmen Forestry Bureau is required to use power or water sources.
- (15) Please restore the space after the activity ends. The applicant is liable for compensating any damages to equipment or instruments.
- (16) The applicant is required to submit insurance papers connected to the activity to Kinmen Forestry Bureau, and must provide contact information of the person in charge, emergency contact person, or related personnel when applying for the activity in case of an emergency.
- (17) Users should inspect the facilities or instruments in the space before using, and comply with regulations or normally use them. Kinmen Forestry Bureau is not liable for any damages caused by improper use.
- (18) If you have any questions, please contact the Management Section of Kinmen Forestry Bureau (Tel: 082-352846 extn.17).