

Beitou Resort Management Guidelines

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I. General Provisions

1. These Management Guidelines were established by the Taipei Rapid Transit Corporation (hereinafter the "TRTC") for the management of Beitou Resort and related matters.

2. Scope of application and management unit

These Management Guidelines shall be applicable to facilities including the Recreation Center, Training Room, Trainee Dormitories, Interactive Emergency Evacuation Exhibition Center, and the TRTC Beitou Customer Service Center. The Training Center of the Human Resources Division of TRTC shall be the management unit.

3. Service Hours

The Beitou Resort is open for service during the following hours except the recognized holidays of Lunar New Year Eve and the 1st to the 3rd day of the Spring Festival:

(1) The Recreation Center

i. Monday to Friday: 3:00 pm - 10:00 pm.

ii. Recognized holidays and summer and winter holidays: 9:00 am to 10:00 pm. Annual summer holidays from 1 July to 31 August. Winter holidays are subject to adjustment in line with the "Taipei City School Calendar" released by the Department of Education, Taipei City Government.

iii. Special arrangements can be made for leasing the aforementioned facilities during other hours at the approval of the management.

(2) Training Room: 8:00 am - 10:00 pm daily.

(3) Trainee Dormitories: Daily.

(4) Interactive Emergency Evacuation Exhibition Center

i. Group tours: Every Tuesday to Saturday. Morning sessions starts at 9:00 am and end at 12:00 pm; afternoon sessions start at 1:30 pm and end at 5:00 pm.

ii. Individual visitors: Every Saturday and during summer and winter holidays (Tuesday to Saturday). Morning sessions start at 9:00 am and end at 12:00 pm; afternoon sessions start at 1:30 pm and end at 5:00 pm.

iii. The center is closed for maintenance and repairs on Sundays and Mondays.

(5) Beitou MRT Passenger Service Center

i. The Recreation Center at the second floor

(i) Monday to Saturday: 8:00 am - 10:00 pm.

(ii) Sunday: 7:00 am - 9:00 pm.

ii. Lecture Hall: 8:00 am - 10:00 pm daily.

4. Application procedures and use of facilities

- (1) Advance application or on-site ticket purchase.
 - (2) Applications for use of the facilities should be made three days in advance by submitting a completed “Beitou Resort Rental Application Form” to the management.
 - (3) The management reserves the right to approve the application. Upon approval, the user shall pay a deposit to complete the application process and to reserve the facilities. The management reserves the right to alter facility reservations before the user has successfully paid the deposit.
 - (4) For long-term reservation of the basketball or badminton courts at the Recreation Center, users shall comply with the “Important Notice for Long-Term Reservations of the Basketball Court and Badminton Court at the Beitou Resort”.
 - (5) Groups intending to tour the TRTC Interactive Emergency Evacuation Exhibition Center are required to apply online through the Taipei e-service (www.e-services.taipei.gov.tw) or complete the “TRTC Interactive Emergency Evacuation Exhibition Center Application Form” to apply for touring at least 3 working days before the scheduled visiting date. The management shall confirm the number of visitors in the group and the time of visit to arrange tickets.
 - (6) The Recreation Center on the second floor of the TRTC Beitou Customer Service Center is reserved for the residents of Tauyuan Village at Beitou District and accepts applications in March, June, September, and December for facility reservations for the next quarter. Users must be residents of the Tauyuan Village in the Beitou District, and should apply by submitting a completed “Beitou Resort Location Rental Application Form” to the management.
5. Application for facilities and usage restrictions
- (1) Facilities are not available for public service election campaigns.
 - (2) If the user is found to have deviated from the proposed reservation purpose of the facilities or in violation of This Guideline during usage of the facilities, the management may suspend all activities of said user and cancel the lease of the facilities without refund; users shall comply with the decision and not claim compensation.
 - (3) Posters, slogans or banners may be posted at designated locations on the site, if applicable. Users may not post any posters, slogans, or hoist banners at unauthorized locations and shall keep the facilities in working condition. Contents of promotions or advertisements may not defy administrative neutrality of civil servants or violate applicable laws.
6. Payment for using the facilities
- (1) Fees for using the site
 - i. Users shall pay a fee for the use of the facilities in accordance with the rate stated in the “Fee Rate Table”.
 - ii. The management may give a discount rate within its authority to any user

who fulfill the following conditions:

- (i) Joint venture partners of the TRTC.
- (ii) Parties who have business relations with the TRTC or who have contributed to the TRTC.
- (iii) Social charity events.
- (iv) The transaction amount is significant.
- (v) Policy related activities of government institutions.
- (vi) Relevant industrial events and academic functions.
- (vii) Used by the TRTC for marketing activities.
- (viii) Any others approved by the TRTC through petition.

(2) Deposits

- i. All parties applying to use the facilities of the resort shall make a 30% deposit of the total fee within 5 days of the approval by the management.
 - ii. Application procedures and reservations are only considered complete upon receipt of the deposit. The management reserves the right to make changes to applications if the user fails to make the deposit within the stipulated time.
 - iii. No deposit is required for the reservation of the basketball court, badminton court, Interactive Emergency Evacuation Exhibition Center, the Recreation Center on the second floor of the TRTC Beitou Customer Service Center.
- (3) Usage fees for the facilities shall be settled in full before the usage date. Should the user fail to settle the fee before this date, the TRTC will forfeit the deposit unconditionally and cancel the reservation of the site.
- (4) If users are public service agencies, public schools, government-owned enterprises or parties subsidized by the aforementioned institutions, they may petition the management for deferred payment of the fees due to the lead-time for the drawdown of budgeted funds at the time of application.
- (5) For long-term reservations of the basketball or badminton courts of the Recreation Center, users shall pay the fee in compliance with the “Important Notice for Long-term Reservation of the Basketball Court and Badminton Court at Beitou Resort”.
- (6) For groups applying to tour the Interactive Emergency Evacuation Exhibition Center, the management shall confirm the exact number of visitors in the group and the time of visit to arrange tickets for the group on the day of visit on the site.
- (7) Residents of the Tauyuan Village, Beitou District using the section in the Recreation Center on the second floor of the TRTC Beitou Tourist Service Center shall pay a fee to the management for the usage of the air-conditioning system calculated by consumption period.
- (8) The aforementioned payment shall be made directly to the management in cash or by

T/T payable to the bank account bearing the title of “Taipei Rapid Transit Corporation” at Chengtung Branch of the Land Bank of Taiwan with A/C# 14000100260-7. After the remittance, the payment receipt should be sent to the management via facsimile.

7. Change in the reservation day and cancellation of reservation

- (1) In the event of natural disasters or other forms of force majeure, or for reasons accountable to the TRTC, to the effect that reserved facilities become unavailable to the user’s intended purpose, the user may apply to move the reservation to another date. If such a change is not possible, the TRTC shall refund the payment already effected bearing no interest. Users shall not disagree with such decision nor claim compensation.
- (2) Users may apply to reduce the reserved duration or purpose of facility usage, pending approval of the TRTC in which case the TRTC shall withhold a portion of the deposit in line with the changes. The TRTC shall not confiscate the deposit if the changes caused no reduction of the fee for using the facilities.
- (3) Users who cancel their reservations will lose their deposit. If the fee for using the facilities has been paid in full, the portion in excess of the deposit will be refunded.
- (4) When altering the lease terms for long-term reservations of the basketball and badminton courts of the Recreation Center, users should comply with the “Important Notice for Long-term Reservation of the Basketball Court and Badminton Court at Beitou Resort”.
- (5) Groups applying to tour the Interactive Emergency Evacuation Exhibition Center shall confirm with the management for cancellations of existing reservations, and may cancel their reservations upon approval of the management.

8. When returning the equipment, facilities, devices or items, users must confirm to the management that they are in good working condition.

II. The Recreation Center

9. Membership IDs may only be used by their owners. Parties using borrowed or unauthorized IDs must pay the difference in entry price and a surcharge. The following types of membership IDs are available for application in accordance with the rules specified hereunder:

(1) Membership types

There are three types of membership IDs, namely, Priority Members, Preferred Members and Regular Members. They are applicable to the following people:

i. Priority Members

- (i) Residents of Tauyuan Village, Yide Village and Fengnian Village in the Beitou District of Taipei.
- (ii) Seniors over the age of 65.
- (iii) Physically and mentally impaired persons plus one guardian.

- ii. Preferred Members
 - (i) Residents with domicile addresses in the Beitou District of Taipei.
 - (ii) Spouses and next of kin of employees of Taipei City Government agencies at all levels and schools in Taipei.
 - (iii) Taipei City Councilors and their assistants, Taipei City Council staff.
 - (iv) Regular Members may upgrade to Preferred status and enjoy the entitled privileges after paying an upgrade fee. The management shall set and announce the rate of the upgrading fees upon approval. The same procedure is applicable to any amendment thereto.

- iii. Regular Members

All members other than the aforementioned types of membership.

(2) Application Procedure

The public shall bring an original identification document with a photograph for application of membership. A photocopy of the identification document may be used if the applicant signs to confirm the photocopy is a “certified true copy” of the original identification document (the same rule applies to membership renewal). In addition, the applicant shall submit a 1 inch photograph, fill in relevant application documents and pay a processing fee subject to the approval and confirmation of membership of the management of the TRTC.

(3) Employee ID

- i. Employees of the TRTC and the Taipei City Government agencies at all levels, and volunteers recognized by government agencies (including auxiliary police and firemen) may apply for membership accounts and the barcode ID by presenting their employee ID issued by the employers.
- ii. Employees of the TRTC and the DORTS, Transit Police, and the volunteers of the TRTC will be issued employee membership. All other personnel will be issued the Preferred Membership.

(4) Employee families

- i. Spouses and next of kin of the employees of the TRTC, the DORTS, and Transit Police shall present photocopies of the employee ID, photocopies of the front and back sides of their own ID cards, or identification documents for proof of family relationship, and one 1 inch photograph for application. They shall fill in an application and submit it to the management for approval and issuance of membership.
- ii. Employee membership will be issued for the families of the employees.

(5) Other regulations

- i. Membership IDs are valid for one year. Membership processing or renewal fees are NT\$200. No refund for membership unless the member did not

buy any tickets for using the facilities and equipment, or for reasons attributable to the TRTC.

- ii. Employee family membership is valid for two years and renewal of new membership is free of charge. Missing membership IDs may be replaced on application.
- iii. Members who forgot to bring their membership IDs to enter the facilities may confirm their registrations with the management to confirm the validity of their membership and purchase tickets directly upon confirmation.
- iv. Membership IDs can be renewed to replace missing or damaged membership IDs or for early renewal of IDs upon the confirmation of ID validity by the management. The validity of the new membership ID shall be one year following the expiration date of the original membership ID.

10. The regulations governing the use of facilities of the Recreation Center

- (1) A door price shall be charged for using the swimming pool and the children's playground for each use. The opening hours shall be confirmed and announced by the management. The same procedure shall apply to any amendments thereto. The use of the basketball court, badminton court, squash court, table tennis court, pool table and gym shall be charged hourly. Any duration of less than one hour shall be charge for one hour.
- (2) Members shall present their own membership IDs and the invoice for reserving the facilities for inspection at the reception desk before using the facilities. Another form of ID should be presented for registration for borrowing balls and equipment.
- (3) The day pass for the Recreation Center is valid for the specified date only. Members using day passes can use the gym, swimming pool, and children's playground with no time limit.
- (4) Any person who enters the swimming pool in the company of members shall pay a fee as stated in the "Fee Rate Table" announced by the TRTC, whether such person uses the facilities or not.
- (5) Groups reserving the swimming pool beyond regular opening hours must employ at least two qualified lifeguards when using the facilities who must present their original lifeguard certificates to the management for inspection before entering the facilities. The use of the swimming pool without the presence of qualified lifeguards or with lifeguards who fail to produce their lifeguard certificates are strictly prohibited.

III. Training Room

11. Opening hours

- (1) Mornings: 8:00 am - 12:00 pm.
- (2) Afternoons: 1:30 pm - 5:30 pm.
- (3) Evenings: 6:00 pm - 10:00 pm.

12. Regulations governing the decoration of the site and late return of the facilities
 - (1) The management does not provide any decoration services (including setting the tables and chairs). Users must arrange the tables and chairs by themselves within no more than 30 minutes.
 - (2) Users shall return the facilities in due time (including returning the facilities to original condition) and shall terminate use and return the facilities to the management immediately upon notice. Users failing to respond to the management's notice will lose their right to reserve the facilities for one year as penalty by the TRTC.
 - (3) Users may request extra time to decorate the site, rehearse or extend usage time of the facilities by applying with the management in advance with additional payment corresponding to the extension time (charged by the hour. Usage under one hour shall be charged as one hour. Time exceeding one hour shall be billed according to the hourly rate).

IV. Trainee Dormitories

13. Dormitories are available to the following persons
 - (1) Persons attending training, conferences or seminars held in the resort.
 - (2) Group visits to the TRTC for business or exchange purposes, as well as contractors of the TRTC.
 - (3) Taipei City Government and TRTC employees and their families, and volunteers of the TRTC and their families. Relevant IDs shall be presented for registration.
 - (4) Any other parties approved by the management.
14. Dormitory guests should check in after 3:00 pm on the day of arrival and check out by 11:00 am on the day of departure. Guests who do not check out within one hour after the deadline served in the management notification will be charged for one extra day. Guests should keep their key cards safe. NT\$100 will be charged to replace lost cards.
15. Dormitory guests may use the swimming pool, the gym, and children's playground free of charge during opening hours by presenting their key cards at the reception desk.

V. Interactive Emergency Evacuation Exhibition Center

16. Users shall pay applicable fees as required. Two teachers or parents may be admitted free of charge as leaders of public or private school trips (including kindergartens). The leader of a group of more than 30 people is also admitted free of charge under the group ticket. Only one of the above is available at one time.
17. Group applicants shall present their IDs on the day of visit and confirm the identity and number of group members. All tours of the Beitou Depot are led by the TRTC. One teacher must be available for every 10 pupils under the age of 12 (below elementary school level).
18. The tour
 - (1) From Tuesday to Saturday, one tour guide is assigned to each approved group of up to 30 visitors. Groups of less than 30 visitors may be combined with other groups depending on the occupancy of the site at the time of visiting.

- (2) On Saturdays, individual visitors may visit the facilities and join regular guided tours of the highlights at preset hours.
- (3) All tours are in Mandarin Chinese. Groups should provide their own interpreters if other languages are required.

VI. Entrance code and parking rules

19. Users of the facilities shall duly observe the entrance code enforced by the TRTC's Beitou Depot and its management. No entrance is granted to any area without the permission of the resort management.

- (1) Members of the Beitou Resort are admitted to the Beitou Depot upon presentation of valid membership IDs to the security guards for confirmation.
- (2) Groups reserving the facilities of the Beitou Resort for training purposes shall provide a list of participants to the management three days before the day of use. The management of the resort shall refer the list to the security guards at the depot entrance and Fuxinggang Station. The participants shall present their IDs for confirmation for admittance to the facilities. Registrations for visitor passes are not required.
- (3) Persons not on the participant trainee list and who are not members as stated under item IX, need to register for a visitor pass to be admitted to the Beitou Depot.

20. Parking Rules

- (1) Drivers of motor vehicles shall register at the entrance of the depot for a temporary entry permit with the submission of a photo-ID, and shall place the temporary permit on the dashboard of their vehicle for identification. Motor cyclists shall present their membership ID for confirmation to the security guards at the entrance of the depot for admittance.
- (2) Groups and members using the facilities shall park their motor vehicles at designated parking areas or lots. No parking service is available if the parking lot is full.
- (3) Parking is charged at a flat rate. Physically and mentally impaired visitors are admitted free of charge with the presentation of valid certification documents. Such documents shall be placed on the dashboard of the vehicles for identification.
- (4) Groups reserving the ball game facilities for long term use shall fill in the "Beitou Resort Parking Permit Application Form", provide the required documents, and pay a fee to the management of the resort for issuing a parking permit. The permit shall be placed on the dashboard for identification. The parking permit is issued only for the vehicle registered for parking and is not transferable and may not be used without authorization, modified or counterfeited, or the parking right will be revoked permanently and the parties involved shall be liable for all legal consequences.
- (5) All drivers shall observe the speed limit inside the resort and follow the road signs. Entry of restricted areas or parking lots, parking outside designated areas, occupation of disabled parking without permit and overnight parking (not applicable to persons

currently residing at the dormitories on site) is strictly prohibited.

- (6) Warnings will be issued to violators of the above rules. Those who fail to respond or refuse to comply after a second warning will be banned from the depot parking space. Motor vehicles not removed from the site will be towed. In the event of human injury, casualty or property damage caused by the above violations of traffic rules, the groups and group members using the facilities shall be fully responsible.

VII. Miscellaneous

21. These Guidelines shall come into full force as of the day of approval by the President of the resort. The same principles applies to any amendment hereto.