

Usage Regulations for Fields in Parks in Taipei City

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1. This regulation is stipulated according to Article 15-2 of The Autonomy Ordinance of Parks in Taipei City (hereinafter referred to as the Ordinance).
2. The competent authority in this regulation is Taipei City Government (Hereinafter referred to as The Government), and the management authorities are the management authorities of each park that are referred in Article 3 of the Ordinance.
3. To use the fields in parks in Taipei City (hereinafter referred to as the Fields) for assembly, speech, display, performance, or other purposes, the host shall apply to the management authorities and it must be nothing to do with profit. However, exceptions are activities for policy promotion, public welfare, social education, leisure, sports, festivals, agricultural products or specialties, arts and cultural displays and performances, cultural industry, or administration promotion, as long as they are approved by the management authorities.
4. In case that it falls in to any of the below situations, the application must not be approved by the management authorities:
 - (1) The activity will violate the law or damage the public order.
 - (2) The management authorities have canceled the application right of the organizer for 1 year according to Article 13.In case that it falls in to any of the below situations, the application may not be approved by the management authorities:
 - (1)The activity will violate the specific purpose of the establishment of the park.
 - (2)The activities are private festival, feasting, or other activities that will affect the serenity of the surroundings.
 - (3) The applier had violated the Regulation within 3 years seriously.
5. The usage rank is as below:
 - (1) The management authorities.
 - (2) The offices and schools of Taipei City Government.
 - (3) The offices and schools of Government.
 - (4) Registered institutions, legal persons, societies.
 - (5) Individuals.

6. Appliers for non-profit activities shall follow regulations as below:

- (1) Applications shall be submitted to the management authorities 10-60 days in advance of the usage day. However, exceptions are applications for assemblies or speeches due to unpredictable emergencies.
- (2) The application shall be submitted on paper documents, via fax or internet. One applier could apply for once a month, 7 days in maximum; exceptions are those approved by the management authorities.
- (3) The applier shall complete the application forms, even proposal, and safety plan. For activities that enroll 5,000 participants or above, a traffic management plan is also required.
- (4) Applications for assemblies and speeches shall attach the photocopies of approval document issued by local police department.
- (5) Activities that has fundraisings shall follow the Ordinance of Persuasion and Fundraising for Public Welfare and its related rules.

The management authorities shall ask the applier to buy public liability insurance (third party liability insurance) when necessary.

7. The applications for profit activities shall follow regulations as below:

- (1) Applications shall be submitted to the management authorities 20-60 days in advance of the usage day.
- (2) The application shall be submitted on paper documents, via fax or internet. One applier could apply for 5 days a month in maximum; exceptions are those applied by offices and schools of Taipei City Government.
- (3) The appliers shall submit documents prescribed in the previous article as well as information of the display & selling acts of the profit activities.
- (4) As the management authorities receive the applications, they shall consult the competent authorities of the intended undertaking for qualification review and activity review, and make it the reference of the following renting process.
- (5) Appliers who will use gas stove, induction cooker, charcoal furnace, oven, or other cookers for food shall follow interrelated regulations on food and hygiene. The regulations of firefighting and safety shall also be followed if the gas stove is fueled with the gas barrel (liquefied petroleum gas).
- (6) The regulations of tax shall be followed if the activity shall pay any tax.

8. For applications that are approved by the management authorities, the usage fee, damage deposit and other charges and fees shall be paid within 3 days in advance of the usage day and then the usage is eventually allowed.

The charging standard and the before-mentioned usage fee and damage deposit are prescribed in the affiliated form.

9. For activities organized or co-organized by offices and schools of Taipei City

Government, the usage money and damage deposit may be free of charge if approved by the management authorities.

For activities that are assist-organized or mentored by offices and schools of Taipei City Government and are approved by the management authorities, the appliers shall enjoy a 50% discount of usage fee and damage deposit.

When the applier is also a government office, non-profit legal person, charity institution, public-welfare society, field adopter, as long as approved by the management authorities, the applier shall enjoy a 40% discount of usage fee and damage deposit.

If the adopters of fields also provide environment improvement and maintenance, they shall enjoy a free of charge of usage fee when hosting non-profit activities in that very adopted field.

10. When using the field, the appliers shall follow regulations as below:

- (1) Electricity, broadcast, and related auxiliary equipment that required by the activities shall be prepared by the appliers alone. The usage of onsite equipment must be agreed by the management authority in the first place.
- (2) The appliers alone are responsible for the related set-up, equipment, custody and safety of the activity.
- (3) The promotion signs and posters may be posted at designated places that are approved by the management authorities, or else whatever posted shall be torn down.
- (4) The appliers shall do a good job maintaining the equipment integrity, onsite hygiene, and environment cleanness. The appliers shall also clean up the field after the activities.
- (5) The appliers are responsible for the maintenance of order (in and off the field), equipment, public safety, traffic, and environment hygiene. The appliers shall also obey the instructions from onsite management.
- (6) The weight limit for vehicles that are approved to enter the field is 8.8 tons in maximum. No entry on grass. The vehicles shall leave right away after the discharging. No lingering around.
- (7) The ending time and space limit shall be followed strictly. The management authorities held the right to ask compensation for any loss caused by overtime or off-limits (of space).
- (8) It is prohibited to set firecrackers, fireworks, flying lanterns, bonfires, or other dangerous objects in the parks.
- (9) No violations to regulations and laws.

11. The damage deposit will be returned without interest when the management confirmed that there are no violations of rules or damage in field and equipment.

The field shall be restored to the original status and returned to the management authority within 1 day after use. Be there any damage, an immediate repair is required and the applier is liable for the damage. If the applier does not restore the field, the management authority shall restore the field directly and deduct the cost from the damage deposit. Be the deposit not enough for the cost, the management authority has the right to ask the discrepancy from the applier.

12. Should the applier need to cancel or change the usage day after the application is approved, the applier shall notify the management authority on paper at least 3 days before the usage day. The submitted damage deposit and caution money will be refunded without interest. However, a half of the usage fee plus fees already used up will not be refunded.

Should the appliers need to cancel or change the usage day after the application is approved for reasons appliers could not responsible for, the submitted damage deposit, charges and fees, except for those already used up or be transferred to another usage time, shall be returned without interest to the appliers.

In the previous cases, the appliers shall submit related proofs for refunds within 30 days since the next day of the day on which the reason for canceling the original application began.

13. The additional terms below shall be contained in the approval documents:” If any of the below cases happen, the management authorities shall cancel the original approval; in addition, the submitted fees and damage deposit will be not refundable, and the applier could not apply within 1 year: (1) Be there any situations described in Article 4th . (2) Violations of Article 10th. (3) The activity content turns out to be different than what is declared in the original application. (4) The field is transferred to /lent to other people. (5) the order is not maintained; the public safety and environment hygiene is affected; the public properties is damaged.”
14. If the management authorities need to use the field by itself and thus have to cancel the application, the management authorities should notify the original appliers to change the usage day at least 3 days in advance of the usage day. If changing is impossible, the application shall be canceled and all submitted fees and damage deposit all be refund without interest. The appliers cannot ask for any compensation or make up.
15. Fees submitted to the management authorities will be disbursed to the municipal treasury according to law.
16. The forms of this Regulation shall be determined by the management authorities.
17. This Regulation is enacted on the publication date.

Affiliated Form

Charging Standard of Usage Fees and Damage Deposit of Park Fields in Taipei City

****Selected translations****

****Only fields administered by or are related to Department of Sports are translated here.****

****Some of the fields originally administered by Hydraulic Engineering Office, Public Works Department, are transferring to Department of Sports. Please call for the up-to-date info.****

Management Authority	Administration District	Park	Field Available	Contact Number	Management Unit	Deposit (NTD\$)	Usage Fee (NTD\$)
Hydraulic Engineering Office, Public Works Department, Taipei City Government	12 districts in Taipei	All fields in riverside parks that are administered by Hydraulic Engineering Office, Public Works Department		2725-8185	Hydraulic Engineering Office, Public Works Department	30,000	free
Department of Sports, Taipei City Government	Zhongshan	Dajia Riverside Park	Tennis courts, Basketball courts, Volleyball courts.	2570-2330	Department of Sports	Caution Money: 10,000; Damage Deposit: 50,000	free
	Songshan	Yingfeng Riverside Park	Baseball fields Softball fields Skating rink Football fields Wood ball courts Track and field Mini golf courses				
	Zhongshan	Meiti Riverside Park	Basketball courts Softball fields				
	Neihu	Rainbow Riverside Park	Softball fields Tennis courts				
	Shilin	Bailing Riverside Park	Tennis courts Softball fields Rugby fields Football fields Basketball courts Croquet fields				

			Skating Rink				
	Wanhua	Shuanyuan Riverside Park	Basketball courts Tennis courts Baseball fields Softball fields				

Notes:

1. Open hours: 8-12am in the morning; 13-17pm in the afternoon; 18-22pm in the evening.
2. If the field is defined as a conference room or an environmental afforestation classroom, then it shall be charged every 2 hours; and will be calculated as 1 hour if the usage time is less than 1 hour.