

Red Bird Maker Space-Classroom Usage Regulations

Chapter 1 General Provisions

Article 1

In order to maintain public order, improve the efficiency of Red Bird Maker Space-Classroom (also called RBMS Classroom), ensure public safety, regulate behavioral norms, and facilitate management and maintenance, this regulation is formulated in conjunction with the actual conditions of the Red Bird Maker Space-Classroom.

Article 2

This regulation applies to users of various functional areas in the classroom or recipients of various services in the classroom. Except for the stage area, Red Bird Maker Space-Classroom is only available for use by teachers and students of this school. External personnel must obtain approval from the relevant campus department or the administrator of Red Bird Maker Space-Classroom before use.

Article 3

The three floors of the classroom are RBMS Classroom(W1-4F), RBMS Classroom(W1-5F), and RBMS Classroom(W1-6F), each containing different functional areas: public study area, meeting room (discussion room), coffee room, RBMS Classroom stage area, gym area, rest area, booth area, phone room area, tool room, etc.

Article 4

Personnel using Red Bird Maker Space-Classroom should abide by public order and refrain from any behavior that may disrupt public order, such as making loud noises or engaging in horseplay.

Article 5

Personnel using Red Bird Maker Space-Classroom should maintain environmental hygiene and refrain from littering or vandalizing.

Article 6

Smoking and drinking are prohibited in Red Bird Maker Space-Classroom, and any behavior that may endanger the safety of others is not allowed.

Article 7

Personnel using Red Bird Maker Space-Classroom should protect public facilities and equipment and must not maliciously damage or destroy them.

Article 8

When using the equipment and furniture in Red Bird Maker Space-Classroom, they should be used correctly and returned to their proper places in a timely manner. Equipment must not be moved or placed arbitrarily.

Article 9

Commercial activities or other illegal activities are prohibited in Red Bird Maker Space-Classroom without permission, and any behavior that may infringe on the rights of others is not allowed.

Article 10

Users of the public study area in Red Bird Maker Space-Classroom should try not to disturb others. If it is necessary to engage in loud conversations or other activities, advanced reservations in the discussion room or other suitable functional areas should be sought.

Article 11

When using Red Bird Maker Space-Classroom, relevant regulations and systems should be followed. If there are any questions or unclear points, consult relevant staff or the administrator of Red Bird Maker Space-Classroom. After discovering violations, the administrator has the right to cancel the space usage privileges of the violating student after two warnings. The first warning is verbal, the second warning is an email sent to the RBM supervisors and the violating student, and the third warning is the formal announcement of the cancellation of space usage privileges.

Chapter 2 Rules for the Use of Public Study Area in the Classroom

Article 12

In order to ensure the normal use of the public study area and the safety of equipment, the following rules for the use of the public study area are formulated:

Notes for the Use of the Public Study Area

- a) Before using the tables and chairs, please check if they are stable. If there is any looseness or damage, please promptly report it to the Red Bird Maker Space-Classroom administrator.
- b) The tools and equipment on the tool wall are only for use in the public study area and must not be taken away without permission.
- c) After using the screens, hand carts, whiteboards, retractable sockets, and other equipment, please return them in a timely manner.
- d) The iron filing cabinet and wall-embedded storage cabinets are for storing campus-related documents and items only and must not be changed or moved without permission.
- e) Smoking and drinking are prohibited in the public study area, and the consumption of strongly scented food that may affect others should be avoided to maintain a clean environment.
- f) Please take good care of other facilities and items in the public study area. If there is any damage or loss, please report it to the Red Bird Maker Space-Classroom administrator promptly.

Chapter 3 Rules for the Use of Meeting Rooms (Discussion Rooms) in the Classroom

Article 13

In order to ensure the smooth progress of meetings and the safety of meeting rooms (discussion rooms), the following regulations for the use of meeting rooms (discussion rooms) are established:

Reservation of Meeting Rooms (Discussion Rooms)

- a) Reservation of meeting rooms (discussion rooms) should be made in advance. This can be done through the school's Booking reservation system or by consulting the Red Bird Maker Space-Classroom Administrator for information on how to make a reservation.
- b) When reserving a meeting room (discussion room), basic information of the applicant, the name of the meeting room (discussion room), the time, duration of use, and other relevant information must be provided.
- c) If there are any changes in the reservation, please cancel or modify the reservation in advance through the Booking reservation system or consult the Red Bird Maker Space-Classroom Administrator for instructions. If, after the scheduled reservation time, the room remains unoccupied for more than 15 minutes, it will be considered as giving up the right to use it, and other individuals may enter and use the room until the next scheduled time slot begins.

Guidelines for the Use of Meeting Rooms (Discussion Rooms)

- a) Before using electronic equipment such as projectors and sound systems, please check if the devices are functioning properly and familiarize yourself with their operation. If you need assistance with the equipment, contact the classroom administrator in advance to arrange a device test.
- b) After use, please turn off the electronic equipment to ensure their safety.
- c) Do not move or change the position of the tables and chairs in the space without permission. If you need to move or rearrange them, please contact the Red Bird Maker Space-Classroom Administrator in advance.
- d) The built-in bookshelves in the space are for placing campus-related materials only and should not be altered or moved without permission.
- e) Organizers of events held in the space are responsible for tidying up the venue, including furniture and seating, after the event is finished.
- f) Smoking, strongly scented food, and alcohol are prohibited in the space. Please keep the environment clean.
- g) Please take care of and properly use other facilities and items in the space. If any damage or loss occurs, please report it promptly to the Red Bird Maker Space-Classroom Administrator.
- h) After using the space, please clean it thoroughly, keep it tidy, and ensure fresh air.
- i) The space only provides a platform for use and is not responsible for participating in or assuming any other responsibilities related to the event content.

Chapter 4: Guidelines for the Use of the Coffee Room in the Classroom

Article 14

In order to ensure the health of teachers and students and the safety of the coffee room facilities, the following regulations for the use of the coffee room are established:

Guidelines for the Use of the Coffee Room

- a) The refrigerator is solely for storing food and beverages and should not be used for other miscellaneous items. Any food that spoils or emits a foul odor will be automatically disposed of as garbage. It is not permitted to take food stored by other students or teachers in the refrigerator. Only items marked as communal supplies may be taken.
- b) Before using the microwave, please check if the equipment is functioning properly and observe safety precautions.
- c) When using the coffee machine, please ensure safety and hygiene. Coffee beans will be provided in moderation on a daily basis, and the administrator will replenish them regularly. If there is a shortage of coffee creamer, you may replenish it from the storage cabinet in the coffee room.
- d) If the water dispenser needs to be refilled, you may add water to the lower cabinet of the dispenser. If the nearby full water containers are insufficient, please notify the space administrator to arrange for water delivery.
- e) After using the tables and chairs in the coffee room, please clean them promptly and keep the area tidy.
- f) Smoking and alcohol consumption are prohibited in the coffee room. Please maintain a clean environment.
- g) Please handle the other facilities and items in the coffee room with care. If there is any damage or loss, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Chapter 5: Guidelines for the Use of RBMS Classroom Stage

Article 15

In order to ensure the smooth running of internal campus activities and performances, as well as the safety and cleanliness of the stage area equipment, the following regulations for the use of RBMS Classroom Stage are established:

Scope of Stage Area Use

- a) The stage area is restricted for internal campus activities and performances and requires reservation through the space administrator. External individuals must obtain approval and arrangement from the relevant campus departments and Red Bird Maker Space-Classroom Administrator.

Guidelines for Stage Area Equipment Use

- a) Before using the projector, microphone, sound system, remote control, and other equipment, please check their functionality. If there are any malfunctions or damages, please promptly report them to the Red Bird Maker Space-Classroom Administrator.
- b) After using the tables and chairs, please clean them promptly and maintain cleanliness.
- c) Food and beverages provided during events should be arranged according to relevant regulations. The event organizers may provide necessary food and beverages as required. It is important to ensure food hygiene and the quality of beverages for the safety and hygiene of all participants.
- d) When ceasing the use of stage area equipment, please turn off the power and perform necessary cleaning and maintenance to ensure proper upkeep of the equipment.
- e) Please handle other facilities and items in the stage area with care. If there is any damage or loss, please

promptly report it to the Red Bird Maker Space-Classroom Administrator.

Requirements for Stage Area Environmental Hygiene

- a) Smoking and alcohol consumption are prohibited in the stage area. Please maintain a clean environment.
- b) After performances or events, please clean the stage area promptly and dispose of trash and waste in designated bins to maintain environmental hygiene. If any furniture or equipment was moved, please return them to their original positions after the event.

Chapter 6: Guidelines for the Use of RBMS Classroom Gym Area

Article 16

In order to ensure the physical health of teachers and students on campus, as well as the safety and cleanliness of the gym area equipment, the following regulations for the use of the gym area are established:

Guidelines for Gym Equipment Use

- a) Before using the gym equipment, please check if the equipment is in working order. If there are any malfunctions or damages, please promptly report them to the Red Bird Maker Space-Classroom Administrator.
- b) When using the equipment, please follow the instructions provided for each equipment to ensure proper usage.
- c) After using the equipment, please clean the equipment and hygiene items such as sweat towels promptly to maintain cleanliness.
- d) If any equipment is damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Wearing Protective Safety Equipment

- a) Before entering the gym area, please change into appropriate sports shoes to avoid contaminating the gym floor.
- b) When using the equipment, please wear proper protective safety equipment such as sports shoes and gloves to ensure personal safety.
- c) Wearing revealing clothing is prohibited in the gym area. Please wear suitable sports attire.
- d) Avoid wearing jewelry, watches, or other easily damaged items in the gym area.

Guidelines for Disposable Hygiene Products

- a) Please bring your own disposable hygiene products such as sweat towels and properly dispose of them after use.
- b) Sharing of hygiene products such as sweat towels is prohibited. After personal use, please clean them and store them properly.

Other Guidelines

- a) Smoking and eating are prohibited in the gym area. Please maintain a clean environment.
- b) Loud noises are prohibited in the gym area. Please keep the area quiet.
- c) Moving or disassembling equipment without authorization is prohibited in the gym area.
- d) Please handle other facilities and items in the gym area with care. If there is any damage or loss, please promptly report it to the Red Bird Maker Space-Classroom Administrator.

Chapter 7: Guidelines for the Use of Rest Area in RBMS Classroom

Article 17

In order to provide sufficient rest and relaxation for teachers and students during work, as well as to ensure the safety and cleanliness of the sofa rest area, the following regulations for the use of the sofa rest area are established:

Guidelines for Sofa Furniture Use

- a) When using the sofa furniture, please handle it with care to avoid damaging the furniture.
- b) Do not place food, beverages, or other items that may contaminate or damage the sofa furniture on them.
- c) After use, please clean the furniture and hygiene items promptly to maintain a clean environment.
- d) If any furniture is found damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Coffee Table Use

- a) When using the coffee table, please handle it with care to avoid damaging the table.
- b) Do not place food, beverages, or other items that may contaminate or damage the coffee table on it.
- c) After use, please clean the table and hygiene items promptly to maintain a clean environment.
- d) If the coffee table is found damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Recliner Sofa Use

- a) The recliner sofa can be moved freely, but it should not be moved out of the classroom or occupied for a long period without authorization.
- b) When using the recliner sofa, please handle it with care to avoid damaging it.
- c) Do not place food, beverages, or other items that may contaminate or damage the recliner sofa on it.
- d) After use, please clean the sofa and hygiene items promptly to maintain a clean environment.
- e) If the recliner sofa is found damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Other Guidelines

- a) Smoking and eating are prohibited in the rest area. Please maintain a clean environment.
- b) Using mobile phones, playing loud audio on tablets, or engaging in any behavior that disturbs others' rest is prohibited in the rest area.

- c) Loud noises are prohibited in the rest area, ensuring that others can rest or study without interruption.
- d) Moving or disassembling equipment without authorization is prohibited in the rest area.
- e) Please handle other facilities and items in the rest area with care. If there is any damage or loss, please promptly report it to the Red Bird Maker Space-Classroom Administrator.

Chapter 8: Guidelines for Booth Usage

Article 18

To facilitate group discussions, self-study, and to ensure cleanliness and safety of the Booth area within the space, the following rules and regulations are established:

Guidelines for Desk and Chair Usage

- a) When using desks and chairs, please handle them with care to avoid damage.
- b) Items that can easily stain or damage the desks and chairs are prohibited.
- c) After use, please clean the desks, chairs, and any sanitary items to maintain cleanliness.
- d) If you notice any damage or loss of desks or chairs, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Power Equipment Usage

- a) When using power equipment, please ensure proper plugging and unplugging to avoid damage.
- b) Follow safe electricity use regulations and avoid unauthorized connections.
- c) Disconnect power after use to support energy conservation.
- d) Report any damage or loss of power equipment promptly to the Red Bird Maker Space-Classroom Administrator.

Other Guidelines

- a) Smoking and drinking are prohibited in the Booth area to maintain cleanliness.
- b) Avoid playing sounds from mobile phones, tablets, or other devices that may disturb others in the Booth area.
- c) The Booth area should not be occupied for prolonged periods. If extended use is necessary, please apply in advance with the Red Bird Maker Space-Classroom Administrator.
- d) Please use other facilities and items in the Booth area responsibly. Report any damage or loss promptly to the administrator.

Chapter 9: Guidelines for Phone Room Usage

Article 19

To facilitate phone communication and reception for students and teachers, and to ensure the cleanliness and safety of the Phone Room area, the following rules and regulations are established:

Guidelines for Desk and Chair Usage

- a) When using desks and chairs, please handle them with care to avoid damage.

- b) Do not place items that can easily stain or damage the desks and chairs.
- c) After use, please clean the desks, chairs, and any sanitary items to maintain cleanliness.
- d) If you notice any damage or loss of desks or chairs, please report it promptly to the Red Bird Maker Space-Classroom Administrator for timely repair or recovery.

Guidelines for Power Equipment Usage

- a) Power equipment is for use by school students and teachers only; do not plug or unplug power cords at will.
- b) Do not connect personal electrical devices to the power outlets in the Phone Room to avoid disrupting the normal use of other equipment in the area.
- c) After use, please turn off the power switch to conserve energy.

Other Usage Guidelines

- a) Avoid loud talking or noise in the Phone Room to prevent disturbing others.
- b) Do not smoke or engage in other harmful behaviors in the Phone Room to maintain environmental hygiene and health.
- c) Do not occupy the Phone Room for extended periods to allow others the opportunity to use it.

Guidelines for Phone Reception

- a) When receiving calls in the Phone Room, try to avoid disturbing others.
- b) If you need to engage in a long phone conversation, consider moving to a more soundproof area to avoid affecting others' rest and study.

Chapter 10: Guidelines for Using the Tool Room

Article 20

To facilitate independent work or study for students and teachers, and to ensure the cleanliness and safety of the Tool Room area, the following rules and regulations are established:

Guidelines for Using Daily Tools

- a) After using tools, please return them to their proper place. Ensure tools are neatly organized and avoid leaving them scattered. This helps maintain the cleanliness of the Tool Room and the good condition of the tools.
- b) Guidelines for Using Sharp Tools
- c) For sharp tools such as knives and saws, use them with caution and store them in designated toolboxes or knife racks. Ensure the surrounding environment is safe while using sharp tools to prevent harm to yourself or others.

Guidelines for Using Power Tools

- a) When using power tools, ensure that the power supply lines are safe and reliable, and follow the correct operating procedures. Avoid prolonged use of power tools to prevent overheating or other malfunctions. After use, promptly disconnect the power and store the power tools properly.

Other Guidelines

- a) Before using the Tool Room, make sure you are familiar with the correct usage methods and safety procedures for the tools you will be using. Follow safety operation guidelines and wear appropriate personal protective equipment (such as gloves and safety goggles) to protect yourself. While using the Tool Room, remain vigilant to prevent tools from being stolen or improperly taken out. If you notice any misuse or theft of tools, please report it immediately to the Red Bird Maker Space-Classroom Administrator.

Chapter 11: Guidelines for Using Storage Lockers

Article 21

To strengthen the management of storage lockers in the Red Bird Maker Space-Classroom and to facilitate students in storing personal items, the following rules and regulations are established:

Guidelines for Using Storage Lockers

- a) Users must apply for a storage locker and obtain approval from the classroom management teacher before changing lockers. Lockers must not be lent to others to prevent loss of items.
- b) To ensure the safety and security of the storage lockers, please close the door after use.
- c) If you find the lock damaged or encounter special circumstances where the door cannot be opened, promptly contact the classroom administrator for repair registration. Do not forcibly open the locker with tools. Damage caused by incorrect personal operation must be compensated at the original price.
- d) Users should maintain the cleanliness and orderliness of the storage lockers. It is strictly prohibited to store contraband, controlled chemicals, flammable and explosive hazardous chemicals, corrosive hazardous chemicals, or items with strong odors. Do not store spillable items or perishable food.
- e) Do not place valuable items in the locker. The user assumes responsibility for any loss.
- f) The storage locker has size and weight limits (maximum weight 20 pounds). Do not store oversized or overweight items.
- g) The classroom administrator has the right to request students to open their lockers for inspection when necessary for work. Students should cooperate actively.
- h) If a user leaves the classroom for an extended period (e.g., graduation), they must empty the locker and report to the classroom administrator for inspection. Any damage will be compensated according to the school's asset management policy.

Chapter 12: Guidelines for Borrowing Fixed Assets in the Classroom

Article 22

To facilitate the convenient borrowing of fixed assets by students and teachers and to ensure the protection of the classroom's fixed assets, the following rules and regulations are established:

Scope of Use

- a) All fixed assets are primarily available for borrowing by RBM teachers and Red Bird Master's students. Other school personnel or external individuals must obtain approval and arrangements from the relevant campus department or the Red Bird Maker Space-Classroom Administrator. Fixed assets in the classroom include tables, chairs, sofas, whiteboards, carts, screens, storage lockers, conference tablets, valuable equipment, etc.

Guidelines for Borrowing Fixed Assets

- a) Before borrowing fixed assets, the borrower should inspect the assets and confirm their condition. Any defects should be accurately recorded on the borrowing form.
- b) Borrowers are obligated to properly maintain the fixed assets during the borrowing period. They must not alter, disassemble, damage, or lend the assets to others without permission.
- c) If the borrower engages in improper behavior that results in damage to the fixed assets during the borrowing period, the damage should be accurately recorded on the borrowing form. Severe damage will require compensation based on the extent of the damage.
- d) Borrowers must return the fixed assets on time. If they fail to do so, they will receive two verbal reminders for the first two overdue instances. On the third overdue instance, they will be placed on the asset borrowing blacklist.

Chapter 13: Guidelines for Visitors in the Classroom

Article 23

To maintain the comfort of students' study and work environment in the Red Bird Maker Space-Classroom, while ensuring that visitors can fully understand and experience the unique features and innovative activities of the Red Bird Maker Space-Classroom, we have established the following regulations:

Guidelines for Visit Applications

- a) To ensure that students' study and work are not disrupted, all visit organizers must contact the space administrator at least half a day in advance to apply for a visit.
- b) Visit applications must be submitted via email or other designated contact methods.
- c) The application should include the visit date and the estimated duration of the visit.

Guidelines for Guided Tours

- a) To help visitors better understand the Red Bird Maker Space-Classroom, if visitors require a guided tour during their visit, please inform at the time of booking.
- b) The space administrator can provide guided tours based on feasibility and availability.
- c) Guided tours include explanations and introductions to the space facilities, student projects, and innovative activities.
- d) Guides should keep their volume below 65 decibels to avoid disturbing the students.

Guidelines for Visitor Conduct

- a) To maintain the study and work environment for students, visitors should control their speaking volume and avoid loud or disruptive behavior.
- b) Visitors must not disturb students' study or work, including not moving items on students' workstations without permission.

- c) Visitors should keep the space clean and orderly, avoid littering, and not damage facilities or equipment.
- d) Visitors must follow the instructions and regulations of the space administrator or staff to ensure the smooth conduct of the visit.

Safety Guidelines

- a) Visitors must adhere to the safety regulations and instructions within the space to ensure their own safety and the safety of others.
- b) In case of an emergency or unexpected event, visitors should immediately report to the space administrator or staff and follow their instructions.