

Guidelines for the Taipei Guest House Open House

1. For the sustainable management and maintenance of the Taipei Guest House (TGH) as a venue for national banquets and as a national monument, and in consideration of the limited space, these guidelines are stipulated in accordance with the Cultural Heritage Preservation Act and Article 9 of the Guidelines for the Use and Management of the Taipei Guest House.
2. Areas to be open to the public and circulation routes within the TGH shall be stipulated by the Ministry of Foreign Affairs (MOFA) of the Republic of China (Taiwan).
3. Open house may occur either on designated holidays or through application.
4. Except for special circumstances, open house for the TGH shall be held on days when the Presidential Office is open to the public or on days approved by the Office of the President through special request by MOFA.

To enter the TGH on designated holidays, visitors shall be required to present an ID and undergo a security check.

5. The special circumstances aforementioned include the following:
 - (i) events held at the TGH pursuant to Article 3 of the Guidelines for the Use and Management of the TGH,
 - (ii) national holidays, except for ones designated by the Office of the President,
 - (iii) days scheduled for restoration or maintenance, and

(iv) unexpected circumstances that make open house inappropriate.

When the TGH cannot be opened to the public as scheduled due to the aforementioned circumstances, MOFA shall make a public announcement or provide notification thereof.

6. Applicants to visit the TGH pursuant to Article 3 must meet the following criteria and purposes:
 - (i) The application is for a group consisting of between 10 and 50 persons from agencies, schools, or organizations.
 - (ii) Visitors must be at least 20 years old or currently attending college or vocational school. Exceptions may be made for students accompanied by teachers.
 - (iii) Visit purposes in applications must be those concerning academic research, teaching demonstrations or cultural or historical fieldwork in the areas of history, culture, architecture, and landscape design.
 - (iv) The visit may not involve for-profit endeavors.

The aforementioned criteria and purposes shall not apply to those invited by MOFA, those granted special permission, or those approved by the Office of the President.

7. A maximum of 10 applications shall be accepted by MOFA each month. However, this quota shall not apply to people who have been invited by MOFA, granted special permission, or approved by the Office of the President.
8. Applications may only be approved after the applicants' qualifications and purposes have been reviewed by MOFA and submitted to the Office of the

President. Applications must be submitted no earlier than one month and no later than two weeks before the intended visit.

Applicants must submit the following materials to MOFA via fax, mail, or electronic media:

- (i) completed application form,
- (ii) completed form for each visitor's personal information, and
- (iii) copies of documentation issued by agencies, schools or organizations to which the applicants belong.

Applicants shall be notified of the application results within three working days following receipt of all application materials.

9. At least two days advance notice must be given to MOFA to cancel an approved visit.

Applicants who fail to inform MOFA in time or to provide an adequate reason for cancelling a scheduled visit may not submit a new application for two years.

Those who cancel a visit in time may resubmit an application for a new visit. A resubmission shall not be required of those granted special permission by the Office of the President.

10. Those unable to make a visit due to one of the causes stipulated in Article 5 may request a new visit on a designated day within one month of their original scheduled day. After that, a new application for a rescheduled visit shall be required.

11. Visitor must abide by the following rules:

- (i) A security check shall be required for everyone.
- (ii) Trespassing in restricted areas, overstaying, and disturbing other visitors are prohibited.
- (iii) Contraband and hazardous objects are prohibited.
- (iv) Smoking, eating, drinking, chewing betel nut or gum, and bringing in pets are prohibited.
- (v) The damaging of flowers, trees, or facilities on the premises is prohibited.
- (vi) Mobile phones may not be used indoors.
- (vii) No banners or flags may be brought onto the premises.
- (viii) Visitors must wear appropriate attire and shall be denied entry if such inappropriate attire as undershirts or slippers are worn.
- (ix) No photography or videotaping indoors is allowed without permission.

12. Violators may be verbally warned or prevented from further rule violations by MOFA or TGH personnel. Serious violators shall be asked to leave immediately and banned from visiting the TGH for two years.