

Administrative Procedures for Hanging Promotion Banners

1. Booking is on a first-come-first-served basis.
2. Advance bookings of over 3 months for student applicants use will not be entertained unless with written approval of the Director of Student Affairs.
3. Bookings application should be made during office hours at least 5 working days before the use of venue(s).
4. The maximum duration for affixation is normally 14 calendar days.
5. The application will not be processed if the details of the Programme are not attached with the application.
6. No commercial logos/names other than those of the sponsoring companies of the activities concerned should appear on the banner(s).
7. The student applicants concerned should avoid damaging any University property when hanging banners. Double-sided cellotape must not be used.
8. Applicant is not allowed to transfer the booking / usage to other university members or outsiders.
9. The student applicants concerned bear full responsibility for the content/message on the banner(s).
10. Banners without applications or without prior approval will be removed by the University.
11. For bookings of hanging banners by individual students, besides approval from Office of Student Affairs, endorsement from Students' Union is also required.
12. Failure to fulfil these requirements may result in the suspension of any further booking of facilities.
13. Do not disseminate or display information or material involving commercial value, profit-related nature and / or personal use.
14. The application result will be notified by email.

Location of Banners

Activity Type	Location Code	Location(s)	Size Range
For activities involving a relatively small number of students/participants. e.g. activities organised by individual interest groups	A1	Covered walkway between Sports Complex and Lau Lee Yuen Haan Amenities Building	8' x 3'
	A2*	G/F of WYL, LBY, LKK & HSH Buildings	16' x 2.5'
	A3*	Covered walkway between HSH & LKK	8' x 2.5'
	A4*	Covered walkway between LBY & WYL	
	A5*	Covered Walkway between LKK and LBY	
For activities involving a relatively large number of students/participants. E.g. activities organized by departmental societies, Students' Union, etc.	B1*	Staircases facing Wing On Plaza on the 1 st , 2 nd and 3 rd floors of WYL, LBY, LKK	18' x 2'
	B2*	Sin Cho Ming Student Function Hall	16' x 4.5'
For University-wide activities for students	C1*	Covered foyer, Main Entrance above SU notice boards	22' x 5'
	C2*	Main entrance facing Wing On Plaza	30' x 6.5'
Hostel Areas**	Special approval from Warden of the related Hostel & Comptroller is required. Please submit a floor plan and the size of the banner together with the application form.		

* For booking of banner location other than Location A1, approval from the Comptroller is required.

** For booking of banner location in Hostel Areas, approval from Warden and the Comptroller is required.