

Administrative Procedures for Use of Function Venues

The following booking guidelines are applicable to the use of:

Chan Tak Tai Auditorium, Covered Area at main entrance, Sin Cho Ming Function Hall, Skylight Plaza, Wing On Plaza or other public areas.

1. Booking is on a first-come-first-served basis.
2. Advance bookings of over 3 months for society use will not be entertained unless with written approval of the Director of Student Affairs.
3. Bookings should be made during office hours at least 14 working days before the use of venue(s). For any changes, please write to Office of Student Affairs at least 5 working days in advance.
4. Booking hour is from 8:30 a.m. to 10:30 p.m. Applicant shall observe the opening hours of all student activity venues.
5. Applicant is required to bring along the copies of the application forms and their student ID cards during the use of the venue(s).
6. Late arrival of more than 15 minutes would be regarded as absence. Office of Student Affairs reserves the right to cancel absent bookings without prior notice.
7. Applicant is not allowed to transfer the booking / usage to other university members or outsiders.
8. The application will not be processed if the details of the Programme are not attached.
9. Applicant shall keep all venues clean and tidy and applicant is responsible for reinstating the facility to its original condition after use.
10. Do not block or interfere with any emergency lighting, fire service devices, signage, escape routing, pedestrian flow and tactile guide paths (失明人士引導徑).
11. All materials must be securely and safely placed so as not to cause any inconvenience or potential danger to passers-by or users of the areas.

12. The student society should be responsible for the tidiness and cleanliness of the venue.
13. All publicity materials must be removed immediately after the function is over.
14. Where audio-visual support is required, assistance should be sought directly from the Information Technology Services Centre by the student groups concerned.
15. Noise level should be kept to minimum during lecture hours.
16. All materials must be securely and safely placed so as not to cause any inconvenience or potential danger to passers-by or users of the area.
17. Failure to fulfil these requirements may result in the suspension of any further booking of facilities.
18. The application result will be notified by email.