

General booking procedures and guidelines

for the use of University Venues

1. Information collected in the facilities booking will only be used for processing the application.
2. All student activity venues are primarily for the use of staff/students of Lingnan University.
3. Booking is on a first-come-first-served basis.
4. Advance booking of over 3 months for society use will not be allowed unless with written approval from the Director of Student Affairs.
5. Booking hour is from 8:30 a.m. to 10:30 p.m. Applicant shall observe the opening hours of all student activity venues.
6. Please do not post materials anywhere which may cause damage or stain to building fabrics such as window, ceiling, floor, wall, door etc.
7. Applicant shall keep all venues clean and tidy and applicant is responsible for reinstating the facility to its original condition after use. All publicity materials must be removed immediately after the function is over.
8. Applicant is not allowed to transfer the booking/ usage to other university members or outsiders.
9. Applicant is required to bring along the copies of the application forms and his/her student ID card during the use of the venue(s).
10. All Activities to be carried out shall be appropriate to the venue and pose no potential hazard to the University community. Applicant shall ensure the activities are conducted safely.
11. Activities involving profit-making, transactions, fund-raising or commercial promotion are strictly prohibited.
12. Applicant is responsible for the tidiness and cleanliness of the venue.

13. Applicant should ensure the displays and all materials of the event comply with intellectual property rights.
14. Applicant should not disseminate or display information or material involving commercial value, profit-related nature and/or personal use.
15. Smoking and gambling in any forms are prohibited in all venues
16. No unlawful activity is allowed in the University premises.
17. Misuse of student ID card is forbidden.
18. The application will not be processed if the details of the programme are not attached.
19. Applicant will be responsible for the conduct of the user (s) and must ensure that no disturbance (e.g. excessive noise) is caused to the others.
20. 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.
21. Applicant is held responsible for the activities conducted in the venues. Office of Student Affairs reserves the right to report any cases of violation of the regulations to Student Discipline Committee.
22. Cancelling of booking has to be made at least 1 working day in advance of the booking date.
23. Failure to fulfil these requirements may result in the suspension of any further booking of facilities.