

Administrative Procedures for Placing Table Stands at Student Canteen

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 stand(s).
7. The student applicants concerned should avoid damaging any University property when placing table-stand(s). 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 stand(s).
10. All stands should be removed as soon as the period reserved for placing stands is over.
11. The side faces of stands should not exceed A5 size.
12. Student groups concerned should ensure that the materials on the stands would not cause inconvenience to customers.
13. No commercial logos/names are allowed on the stands. Failure to fulfil these requirements may result in the suspension of any further booking of facilities.
14. Do not disseminate or display information or material involving commercial value, profit-related nature and / or personal use.
15. The application result will be notified by email.