

Administrative Procedures for Use of Classrooms/ Lecture Theatres

1. The following booking guidelines are applicable to the use of classrooms & lecture theatres:
2. Each student society may make no more than 2 bookings per week. Consecutive bookings on the same day will be regarded as 2 bookings.
3. Bookings should be made during office hours at least 3 working days before the use of room(s).
4. Maximum duration of each booking is 5 hours.
5. Applicant should check carefully that all facilities inside the rooms are complete and in order before use. He/She should report to the Office of Student Affairs in case damage or loss is found, or be otherwise held responsible for such damage or loss.
6. Applicant/users shall be liable for any loss or damage to equipment, furniture and fixtures in the venue which may be caused by negligence, unintentional act or any other causes.
7. Applicant should read and follow the guidelines inside the classroom carefully.
8. No foods and drinks are allowed.