

LINGNAN UNIVERSITY
Office of Student Affairs

User Guidelines of Learning Commons at 2/F of Lau Lee Yuen Haan Amenities Building (LYH)

1. Access and Usage

- 1.1 The Learning Commons is open to Lingnan University students and staff holding a valid LU Card (hereinafter referred to as "Users") daily from 8:30 am to 10:30 pm.
- 1.2 During the study week and examination period, the Learning Commons is open 24 hours, subject to timely review by the University. Please be advised that cleaning works are scheduled from 9:00 am to 10:00 am daily. Users should pack up and leave during this period to allow for thorough cleaning.
- 1.3 The Learning Commons aims to provide a conducive environment for forging students' whole-person development and cultivating fellowship among staff. Reading, studying, group discussions, collaborative work, student activities, and educational programmes are encouraged in the Learning Commons. Personal leisure activities are permitted but should not disturb others or impede the primary purpose of the Learning Commons as it is a communal space.
- 1.4 Users must scan their LU Card at the turnstile located at the main entrance to the Learning Commons for access and exit. Upon request of the responsible staff of the Office of Student Affairs (hereinafter referred to as "OSA") or security officers, users must present their LU Card for verification purposes. The LU Card is non-transferable and is for the exclusive use of the person named on the card only. If anyone is found using an LU Card that belongs to another person, the LU Card will be confiscated, and the user is liable to disciplinary action. OSA reserves the right to patrol all areas and request any person who fails to present a valid LU Card to leave the Learning Commons immediately.

2. Seats and Personal Belongings

- 2.1 Seats are available on a first-come, first-served basis. Reservation of seats is not allowed.
- 2.2 Personal items should not be left unattended. OSA will conduct regular checks, and remove unattended items and send them to the security control room or discard them on the spot. The University is not liable for any loss or damaged property.
- 2.3 Users should cooperate with the duty staff and remove personal belongings during closing, cleaning or maintenance periods.

3. Use of Space and Facilities

- 3.1 The premises, including all fixtures, equipment and furniture, must be kept clean and tidy. Users are expected to take good care of the facilities in the Learning Commons and be responsible for reinstating the facilities to their original position and condition immediately after use. They should report any hygiene problems or defects to the duty staff promptly. In case of any loss or damage, users are liable to pay for the repair or replacement.
- 3.2 Only non-alcoholic drinks are allowed in the Learning Commons. Consumption of light snacks is accepted for lay users, provided that no additional cleaning and hygiene problems will be caused. Strong-smelling food or drinks are prohibited. In view of the provision of light refreshments during student activities, a request should be made to OSA for approval on a case-by-case basis in advance, and such arrangement is acceptable in designated areas only. Users should always keep the environment clean and dispose any litter properly.
- 3.3 Users shall adhere to the copyright laws when using photocopiers, audio-visual materials, and computer software.
- 3.4 Lockers and cabinets are for designated use related to recognised student societies and OSA only. There are no storage services available for lay users in the Learning Commons.
- 3.5 The use of IT & AV equipment is for recognised student societies and university offices only, and subject to the prior approval of OSA.
- 3.6 OSA reserves the right to close the Learning Commons or a specific area in the Learning Commons without prior notice if it is deemed unsuitable for use.

4. Venue Reservation (for recognised student societies and university offices only)

- 4.1 Reservation of the Green Zone, Orange Zone, LYH209 and LYH210 is available for recognised student societies and university offices only, with priority given to the student societies. Booking is on a first-come, first-served basis.
- 4.2 Eligible users should make reservations via OSA at least three working days before the activity. They are required to submit an application form, an activity proposal, a proposed floor plan, and detailed programme rundown for OSA's approval. The application will not be processed if the applicant fails to provide all the information requested.

- 4.3 The booking period is from 8:30 am to 10:30 pm. Applicants shall observe the opening hours of all activity venues. The maximum duration available for booking of each approved activity is up to 5 hours.
- 4.4 User with an approved booking must present a copy of the completed application form with booking ID number along with his/ her LU card to the duty staff before the use of the designated zone(s) and/ or room(s).
- 4.5 Late arrival of more than 15 minutes shall be regarded as absence. OSA reserves the right to cancel absent bookings and release the reservation without prior notice.
- 4.6 Transfer of reservation is strictly prohibited.
- 4.7 No posters or banners are allowed to be mounted on the walls or cabinets.
- 4.8 All users shall keep venues clean and tidy, and bring along their own garbage bags and non-corrosive cleaning products for housekeeping. They are also responsible for reinstating all facilities to their original position and condition after use.
- 4.9 Failure to comply with these rules and regulations shall result in suspension of booking rights for any of the Learning Commons venues and facilities.
- 4.10 Should there be any plans for hosting an important university event at the same time and location, OSA reserves the right to release any confirmed bookings made by any persons. The applicants concerned will be informed in advance.
- 4.11 The Green Zone and Orange Zone are not open for reservation during the study week and examination period.
- 4.12 To balance between the needs of lay users and student/ university activities, OSA will assess the frequency of venue reservations in the Green Zone and Orange Zone. If the frequency of reservations becomes excessive and access for lay users being impacted, OSA reserves the right to decline any venue reservation requests.

5. Health and Safety

- 5.1 To safeguard the health and safety of all users, CCTV cameras are in full operation in the Learning Commons at all times. Users shall consent to being recorded, and agree that the University can use the CCTV cameras and footages for security purposes in accordance with The Personal Data (Privacy) Ordinance in Hong Kong and Lingnan University's Use of CCTV Regulations.

- 5.2 Users should familiarise themselves with emergency exits and precautionary measures. In case of emergency, they are required to follow the instructions of duty staff and evacuate the premises calmly and orderly.
- 5.3 Animals and pets, except those assisting disabled persons or for running animal-assisted therapy programmes, are not allowed in the Learning Commons.

6. Code of Conduct

- 6.1 Users should be considerate and avoid any improper act such as occupying seats inappropriately, causing noise disturbances, wearing indecent attire, any forms of gambling, consuming alcohols, sleeping, and bringing excessive/ bulky personal belongings into the Learning Commons. OSA reserves the right to ask any improper users to leave immediately and take disciplinary actions as appropriate.
- 6.2 Unlawful speech and behaviour inside the Learning Commons are strictly prohibited.
- 6.3 Smoking and the use of other smoked substances is strictly prohibited.
- 6.4 Any kinds of commercial activities or activities involving monetary transactions, except for the vending machines set up by the University, are strictly prohibited.
- 6.5 Users must abide by the rules and regulations set out for the Learning Commons. OSA reserves the right to debar users who fail to observe the aforesaid from using the venue, and the case will be reported to the user's office/ department for record and the Student Disciplinary Committee for handling (whichever is applicable).

The power of interpretation of this set of guidelines shall be vested in the OSA. It possesses the right to revise and/ or introduce any terms and conditions of the guidelines at any time without prior notice. If any changes are made, the revised guidelines with immediate effect shall be posted on the OSA's website.