

## Administrative Procedures for the Piano Rooms of Simon and Eleanor Kwok Building (SEK)

1. Facilities are available free of charge to all full time undergraduate students and full time postgraduate students of Lingnan University.
2. Bookings are approved on a first-come-first-served basis.
3. Users should make booking for the piano rooms prior to the use of piano room. Bookings will be confirmed via email within 1 working day. Users who want to use the rooms should submit the booking requests via the website at <https://lurbs.ln.edu.hk/Booking/>.
4. Each student could book no more than 8 sessions (no more than 2 hours for each session) per month and no more than 2 sessions per week.
5. The opening hours for piano rooms are from 8:30 a.m. to 10:30 p.m., Mondays to Sundays and Public Holidays.
6. Users must present and deposit their student ID cards at the security counter of Wu Jieh Yee Hall for collection of the keys of piano rooms. Student ID card will be returned upon the return of keys.
7. Room keys should be collected and returned by the applicants in person.
8. Keys should be returned immediately after the booking period is over.
9. Collection and return of piano room keys should be done at the security counter of SEK during the period from 8:30 a.m. to 10:30 p.m. from Mondays to Sundays.
10. Bookings will automatically be cancelled if users do not show up 15 minutes after the commencement of the booking period.
11. For any cancellation of booking, students should cancel the booking via the system by themselves at least 1 working day in advance. Absence for over 3 times without prior notice may adversely affect applicants in the use of facilities of the Building in the future.

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12. Students should check carefully that all facilities inside the rooms are complete and in order before use. They 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.
13. Expenses incurred as a result of repairs/replacement of equipment / furniture damaged / loss will be recovered from users.
14. The Office of Student Affairs reserves the right to decline or withhold any booking when deemed appropriate.