APPLICATION FORM – OPEN SPACE

Booking Procedures
1. Bookings may be made up to three months in advance at CEDARS, either via the online booking system through HKU Portal (Campus Information Services > Student Life and Resources > Student Societies / Support > Open / Publicity Space) or by submitting this application form.
2. Applications should reach this centre at least 7 days prior to the first day of the intended booking period.
3. In normal circumstances, organizations can book an open space for a maximum of 7 days.
4. A ballot will be arranged two months prior to a period booked by 2 or more organizations. If an open space is still available within these two months, booking will be made on a first-come, first-served basis.
5. A second booking by an organization for a period within one month from the last date of its nearest successful booking period will accord a lower priority than another organization’s first booking.

Application Details
Name of Organization:
Name of Applicant:
Position held by Applicant:
Student No. (if applicable):
Contact Telephone No.:
Email:
Mobile/Pager:
Name of Function:
Date of Function:
Nature of Function:
Details:
Requested Booking Period:

Open Space: (please specify your priority in the following table)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Open Space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>K.K. Leung Concourse (north side)</td>
</tr>
<tr>
<td></td>
<td>K.K. Leung Concourse (south side) - Site A</td>
</tr>
<tr>
<td></td>
<td>K.K. Leung Concourse (south side) - Site B</td>
</tr>
<tr>
<td></td>
<td>K.K. Leung Concourse (south side) - Site C</td>
</tr>
<tr>
<td></td>
<td>Run Run Shaw Podium (west side) - Site A (iBakery)</td>
</tr>
<tr>
<td></td>
<td>Run Run Shaw Podium (west side) - Site B</td>
</tr>
<tr>
<td></td>
<td>Run Run Shaw Podium (east side) - Site A (Subway)</td>
</tr>
<tr>
<td></td>
<td>Run Run Shaw Podium (east side) - Site B</td>
</tr>
<tr>
<td></td>
<td>Run Run Shaw Podium (east side) - Site C</td>
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<tr>
<td></td>
<td>Run Run Shaw Podium (east side) - Site D</td>
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<td></td>
<td>Run Run Shaw Podium (east side) - Site E</td>
</tr>
<tr>
<td></td>
<td>Run Run Shaw Podium (east side) - Site F</td>
</tr>
<tr>
<td></td>
<td>Knowles Concourse</td>
</tr>
<tr>
<td></td>
<td>Sun Yat Sen Place</td>
</tr>
</tbody>
</table>

Note:
1. For Sun Yat Sen Place and open spaces other than the above, a separate written application is required.
2. Please visit CEDARS’ website <http://www.cedars.hku.hk/spacesketches> for the sketches and photos of the various sites.
Declaration:

1. The other members of my organization who are responsible for the publicity work of the said function and I have read and understood the conditions given in the “Regulations on Posting of Publicity Materials on Campus” and “Conditions on Using Open Space”.

2. Should this booking be approved, I, on behalf of my organization, will undertake to abide by the aforementioned Regulations and Conditions and in the event of Sun Yat Sen Place, the “Special Conditions”, as well as restrict our activities to the designated sites only.

3. I understand that any breach of the Regulations and/or failure to comply with the conditions may result in the rejection of future application for the use of facilities under the administration of CEDARS, and/or relinquishment of any financial awards/subsidies made to my organization (applicable to student societies only) in connection with the organization of activities, including the one under application.

Signature of Applicant: ____________________________  Chop of the Organization: ____________________________

Name in Block Letters: ____________________________  Date: ____________________________

For Office Use

☐ Ballot not required  ☐ Ballot required  Date: ____________________________

Application Result:

☐ Approved  ☐ Rejected due to failure in ballot

Open Space*: ____________________________  ☐ Rejected due to prior booking engagements

Period : ____________________________  ☐ Rejected due to other reasons

Remarks: ________________________________________________________________

______________________________________________________________

*Please refer to the attached sketch of the site.

Officer In Charge: ___________________________________  Date: ____________________________

(Ms) Irene Yeung
Chief Student Advising Officer
CENTRE OF DEVELOPMENT AND RESOURCES FOR STUDENTS (CEDARS)

CONDITIONS ON USING OPEN SPACE

1. The display boards, tables and other materials must be placed within the approved area and must not block the nearby accessibility facilities such as the tactile guide paths (失明人士引導徑) and handrails.

2. The backdrop, if any, should be one dimension only and its size should not exceed the height of 2.2 metres and the width of the counter.

3. All materials must be securely and safely placed so as not to cause any hazard and/or inconvenience to passers-by and users of nearby buildings.

4. The user should be responsible for the tidiness and cleanliness of the venue.

5. All materials used for the function must be removed immediately after the function is over.

6. No adhesive materials should be applied to the floor and glass panels. Failing to do so, the user will be held responsible for the costs incurred in removing and replacing them.

7. The use of Public Address System is restricted to 12:45 p.m. to 2:00 p.m. and the volume generated should be kept at a reasonable level, i.e. at a level that the broadcast should only be heard within the area of the counter.

8. Transfer of booking is not allowed unless prior approval is given by CEDARS.

9. Cancellation of booking must be made to CEDARS as soon as possible.

10. For electricity supply, users are welcome to plug-in the sockets provided. For other electrical alteration or wiring work, they MUST be carried out by a qualified electrician or the Estates Office staff. Please contact Estates Office at 3917 2882 at least 3 working days prior to the effective date for electricity supply and lighting arrangements.

March 2017
While the University encourages the organization of extra-curricular activities, it also must ensure that the increasing volume of publicity materials will not cause damage to the estate and create hazards to people on campus. In connection with the use of publicity materials on campus, you are requested to observe the following:

1. There are certain designated places on campus for the display of publicity materials such as banners, stands, posters, etc. Prior reservation and permission have to be sought from CEDARS or HKUSU (students can enquire at CEDARS/HKUSU if they have queries on authorized locations for publicity materials);

2. Notices of all kinds in unauthorized places such as inside the lifts of University buildings, onto painted surfaces, windows, risers of external and internal steps and stairs, etc., are prohibited. They will be removed immediately by staff in the University;

3. Propaganda materials such as stickers/sticky labels, glues/paints on walls, doors, handrails, etc., are strictly forbidden;

4. Posters or notices should be put up on notice boards only;

5. All publicity materials must be removed immediately after the function is over;

6. Please keep the area tidy and clean. Make sure that handouts, leaflets, etc. will not litter the area;

7. Safety should also be observed. For example, banners should be securely fastened by cord or nylon strings so that they will not cause any hazard and/or inconvenience to passers-by and users of nearby buildings;

8. Failure to fulfil these requirements may result in the suspension of any further booking of facilities under the administration of CEDARS, and/or relinquishment of any financial awards/subsidies made in connection with the organization of activities.

March 2017