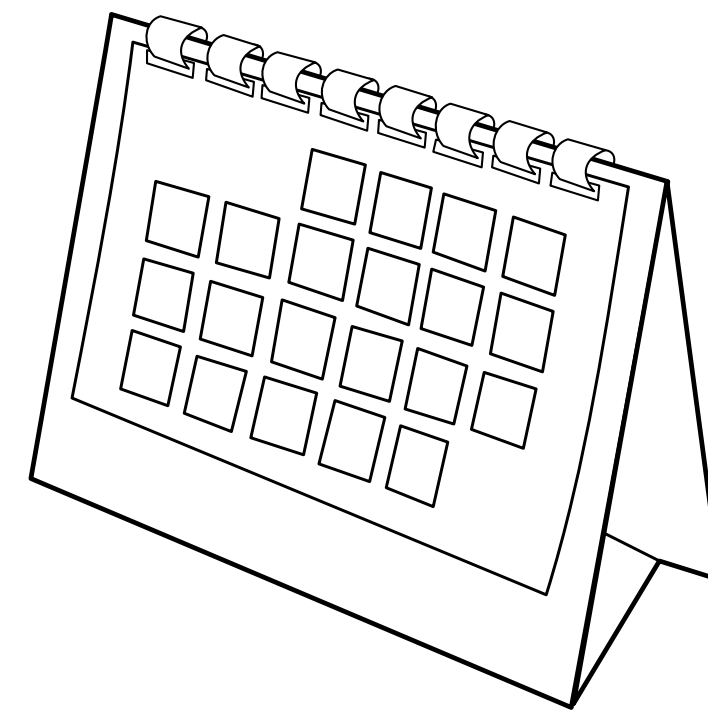


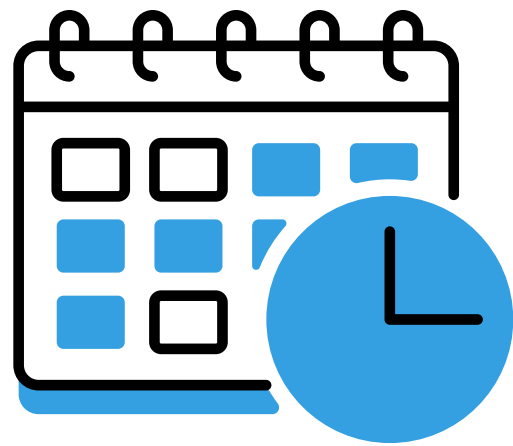


# **Orientation Period 2025 (15 August to 30 September 2025)**



## **CEDARS Amenities Centre Booking Arrangement for Student Society (Room, Equipment, and Publicity Space Booking)**

Prepared by Amenities Centre  
(last updated: July 7, 2025)



# Booking Timeline

**Room, Equipment and Publicity Space Booking:**  
**will start on 15 Aug 2025, 12 n.n.**

**Available Booking Period:**  
**from 15 Aug 2025, 12 n.n. to 30 Sep 2025, 10 p.m.**

**\*All bookings from 1 Oct 2025, 9 a.m. to 30 Nov 2025, 10 p.m. will be closed during orientation period. Bookings for dates after 1 Oct 2025 will be available starting from 15 Sep 2025, 12 n.n.**



**Bookings are on a first-come-first served basis.**



## Room Booking

e.g. Music Room, Meeting Room, Multi-purpose Room

- CEDARS Amenities Facilities
- HKU Portal > Campus Information Service > Central IT Services > CEDARS Amenities Facilities



## Publicity Space Booking

e.g. Booth, Banner etc.

- HKU Facilities Booking (HKUFBS)
- HKU Portal > Campus Information Service > Central IT Services > HKU Facilities Booking, HKUFBS



# Room Booking Restriction during O-Period

User Type	Room Type available for booking	CYMAC (Room No.)	FSCAC (Room No.)	Max. bookings (the booking resets and can be reused once exhausted)	Max. duration per session	Grace period (Room)
Student Society	Music Room	Rm 101	Rm 1A08, 1A09, 1A14	<b>10 Booking</b> <b>(before 14 Sep 2025 )</b>  <b>(Starting from 15 Sep 2025, your society's maximum booking limit will be reset to the general maximum of 3 bookings.)</b>	3 hours	30 minutes
	Meeting Room	Rm G04, 301	Rm 2A05, 2A06, 2A01(C)		13 hours (09:00 - 22:00)	
	Multi-purpose Room	Rm 105, 302	Rm GA05, 1A02, 1A03, 1A05, 1A07, 2A01(A)		13 hours (09:00 - 22:00)	
Group students (use 5 Uid no. for booking)	Meeting Room	/	Rm 2A05, 2A06, 2A01(C)	1 Booking	3 hours	
Individual User	Music Room (For musical purposes only)	Rm 102	Rm 1A08, 1A09, 1A14	1 Booking	2 hours	



**Online bookings for the same day are not available from 5 p.m. (Mon - Fri) / 12 p.m. (Sat) to 9 a.m. of the following working day.**

# Room Booking Reminder

- Preparation and dismantling time are included within the booked time slot.
- Transfer of bookings to others is strictly prohibited.
- If the user does not arrive within the grace period of the scheduled room booking date and time, the reservation will be automatically canceled.
- Manage your attendance carefully and avoid no-shows. Users could cancel their bookings through the online booking system. Future approval of your booking requests may be affected by your attendance and no-show record.

# Usage Reminder

- Applicant or society executive committee members are required to sign in before using the facility rooms.
- Please clean the area immediately after use, including clearing all rubbish and debris, and arranging the furniture properly.
- Dispose of garbage in designated areas; do not leave waste in rooms, restrooms, or public spaces such as restaurants.
- Users are expected to vacate the area promptly at the end of their booking time.





## Equipment & Furniture Booking

To proceed with the reservation process, we kindly request that you complete the Equipment/Furniture Application Form. Once we have received your completed form, we will process your application promptly and you will receive a reply within 3 working days.

16. In case of any dispute, the Centre reserve the right to make the final decision.

Statement when collect the equipment:  
I \_\_\_\_\_ (UID: \_\_\_\_\_) make sure the equipment borrowed is in good condition before leaving office. Contact number: \_\_\_\_\_ Collection date/time: \_\_\_\_\_

Student Society: \_\_\_\_\_ Signature of Applicant with chop \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: Before submitting, please ensure that the application bears the society's e-stamp and e-signature of the applicant.

**REMEMBER!**  
Please ensure that the **society's e-stamp** and **e-signature** are included on the form, and then send an email to the respective centre.

For equipment & furniture details and information, please visit the AC website (CYMAC/FSCAC).



## Other Request

### Request for Eating and drinking

Eating and drinking is only allowed in CYM Room 302 and FSC Room 1A05 with prior approval by email in advance of 3 working days to the respective centre. Please include: the date and time of the event, its purpose, the type of food that will be served, the estimated number of participants and; any relevant links or posters in your email.

### Request for Stay Late

For the stay application, please reserve the room (at least reserve the room to 10 p.m.) by yourself before submitting your stay late application to the respective centre. Once we have confirmed that your society has made a booking, we will process your stay late application.



Please visit our website (CYMAC/FSCAC) by clicking here to download the form directly. The PDF is a fillable form, allowing you to input your information directly into the document.

# Equipment Booking Reminder

- A maximum duration for a booking period is 7 days.
- The duration of booking should include preparatory and aftermath work.
- If the user does not arrive on the scheduled equipment booking date within 1 day, the reservation will be automatically canceled.
- Transfer of booking is prohibited.
- Applicants may cancel their equipment booking by sending a cancellation email to the respective centre.

# Pick Up and Return Reminder

- Applicants or society executive committee members are required to present their student card for verification at the Centre General Office during the booking period.
- It is advised to check the quantity and condition of the equipment or furniture upon collection.
- Users must adhere to the Centre staff's guidelines for proper storage and are required to verify the condition of the equipment or furniture with staff when returning it.
- The earliest available pick-up time is 9 a.m., and the latest return time is 10 p.m..

# Penalty

The Society's failure to observe the guidelines of using facilities of the Chong Yuet Ming Amenities Centre and the Fong Shu Chuen Amenities Centre up to **TWO times** may lead to cancellation of bookings and immediate suspension of future booking of any facilities of the Chong Yuet Ming Amenities Centre and the Fong Shu Chuen Amenities Centre for **ONE calendar month**.

**\*For more rules and guidelines, please refer to the AC website ([CYMAC](#)/[FSCAC](#)).**

# Common Misbehaviors

- Failing to return booked items on time
- Removing furniture from the room without prior permission
- Eating or drinking in the venues without prior approval
- Leaving rubbish or belongings at the booked venue or public area
- Damaging facilities
- No-show twice (first occurrence will result in a verbal warning)
- Unauthorized transfer of booking
- Other inappropriate behaviors