

CENTRE OF DEVELOPMENT AND RESOURCES FOR STUDENTS (CEDARS)

CONDITIONS ON USING PUBLICITY SPACE

Banner

- Should not exceed 1m x 3m (2m x 5m for banner site: “Bridge linking 5/F Knowles Building and Library Building”).
- Should be securely and safely fastened by cord, nylon string, etc., so that it will not cause any hazard and/or inconvenience to passers-by and users of nearby buildings. The use of materials e.g. sticky tape, which cannot be thoroughly removed and/or may cause damage to the campus property, is strictly prohibited.

Publicity Stickers

- Should not exceed the approved area.
- Should be securely placed on the area.

Note

1. The materials must be removed immediately when the Tropical Cyclone Warning Signal No. 8 or above is about to be hoisted as announced by the Hong Kong Observatory.
2. Transfer of booking is not allowed unless prior approval is given by CEDARS.
3. Cancellation of booking must be made to CEDARS as soon as possible.
4. Banners/publicity stickers must be removed immediately after the function is over. Estates Office will dispose of the publicity materials if they are not taken down accordingly and the student society concerned will be charged a removal cost of **\$200**. Should any damage be caused to the property of the University as a result of putting up the publicity materials or should any adhesive materials be left, the organization concerned will be required to meet the culminated costs of repair, cleaning and removal incurred.

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REGULATIONS ON POSTING OF PUBLICITY MATERIALS ON CAMPUS

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 CCSO (students can enquire at CEDARS/CCSO 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.