

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.

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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.