## <u>Guidelines on the Use of Vending Hub</u> <u>Managed by CYMAC</u>

- 1. The Vending Hub operates from 9 a.m. to 9 p.m. daily, except on Chinese New Year Holidays. Users are expected to adhere to these operating hours and promptly vacate the area at closing time.
- 2. The designated area and its facilities and equipment are for the use of students and staff. Seating is available on a first-come-first-served basis.
- 3. Reservation of seats is not allowed. Please do not leave your personal belongings unattended. The staff of the Amenities Centre reserve the right to remove any unattended items. The University will not be responsible for any loss or damage to personal property.
- 4. Tables and chairs should be used in their designated positions and should not be moved without permission from the Amenities Centre.
- 5. To maintain a clean and tidy environment, users are required to consistently ensure cleanliness in the area and on the furniture. Please promptly and responsibly dispose of any litter after use.
- 6. Please be respectful of other users and maintain a quiet and orderly environment while using the Vending Hub facilities.
- 7. The Vending Hub consists of vending machines both inside the room and outside. Please use the vending machines responsibly and follow any instructions provided.
- 8. For security purposes, CCTV cameras are installed in the Vending Hub area. Users should be aware that their activities may be monitored for safety and security reasons.
- 9. Users are encouraged to report any malfunctioning vending machines or any issues with the facilities to the Amenities Centre staff for prompt assistance.
- 10. Users are not allowed to tamper with or attempt to access the vending machines in any unauthorized manner. Any attempts to damage or misuse the machines will result in disciplinary action.
- 11. Users are expected to respect the property and equipment within the Vending Hub. Any intentional damage or misuse of the facilities will be subject to penalties.
- 12. The Centre reserves the right to modify or update these rules as necessary to ensure the smooth operation and safety of the Vending Hub. By adhering to these rules, users can contribute to a positive and respectful environment within the Vending Hub.

Amenities Centre, CEDARS May 2024