

## **Guidelines on the Use of Furniture & Equipment** **Managed by Amenities Centre For Student Societies**

1. Bookable centre facilities are available free of charge to **Current HKU Students**. Bookings are on a first-come-first-served basis.
2. Online submissions will receive a reply within 3 working days. A maximum duration for a booking period is 7 days.
3. The duration of booking should include preparatory and aftermath work.
4. Walk-in applicants are required to bring along with society chop and prove student identity at the time of booking. For online applications, applicants are required to use the society departmental email address or the HKU email address of any executive committee members of the student society.
5. Applicants or current society executive committee members are required to bring or present the confirmed booking form and student card for verification at the Centre General Office during the booking period.
6. Applicants or current society executive committee members are required to collect or return the reserved items at one time on the specified date/time that has been stated in the application form.
7. Applicants or current society executive committee members are advised to check the quantity and condition of the equipment at the time of collection. It is necessary to comply with the center staff's guidelines for appropriate storage and to verify the condition of the equipment with them when returning equipment.
8. Transfer of booking is prohibited.
9. Applicants may cancel any booking by returning the "Application for Equipment/Furniture" form or sending a cancellation email to the respective Centre.
10. If user does not turn up after the grace period (**ONE DAY**) from the scheduled booking date/time, the reservation will be cancelled automatically.
11. Fines may be imposed if users fail to return the reserved items to the Centre General Office by the due date and times specified on the application forms.
12. The Person-in-charge is responsible for the well-being of all items for the duration of the booking period and the costs of repairs or replacement of the damaged or lost items.
13. All users are requested to abide by the regulations for the use of facilities in the Centre. Breach of regulations may lead to cancellation of bookings or suspension of future bookings of any facilities under the administration of the Centre of Development and Resources for Students (CEDARS) or payment of fines.
14. Bookings will be automatically cancelled if a Typhoon Signal No. 8 or "Extreme Conditions" after Super Typhoons or a Black Rainstorm Warning Signal is hoisted. Bookings that have already been collected will be automatically postponed or continued in the event of the above situations until the Centre General Office resumes its opening hours.
15. The Centre reserves the right to cancel the booking when such need arises.
16. In case of any dispute, the Centre reserve the right to make the final decision.