

## **Guidelines on the Use of Banner Site** **Managed by Amenities Centre**

No.	Amenities Centre	Location	Size
PS G/F	CYMAC	G/F Staircase	1W x 3L m
PS 1/F		1/F Staircase	1.3W x 3L m
PS 2/F S		2/F Staircase (Outside CYMAC Office)	1.7W x 3L m
PS 2/F R		2/F Railing (Next to the CYMAC Office)	1.7W x 3L m
PS1	FSCAC	Over Swire Building staircase	1W x 3.7L m
PS2		Swire Building near the flyover	1W x 7.4L m Or 1W x 3.7L m

1. Registered student societies and department are allowed to use the banner site for promotional purposes on any available space on the banner site managed by Amenities Centre.
2. The banner site managed by Amenities Centre are intended to promote campus events, activities, and important announcements to the university community.
3. Users must submit booking requests on HKUFBS at least 1 working day in advance for endorsement.
4. Banners should contain accurate and appropriate information related to the event or activity being promoted. The Amenities Centre reserves the right to reject any banner that is deemed inappropriate or offensive.
5. Users are responsible for the maintenance and condition of their banners during the display period. Any damage or defacement to banners will be the responsibility of the reserving user.
6. Users using the banner site must comply with university policies and guidelines regarding campus advertising and promotion. For details, refer to:
  - [Privacy Policy Statements](#)
  - [Regulations on Posting of Publicity Materials on Campus](#)
  - [Disposable Plastic Free Campus Policy](#)
7. Users must ensure that their banners are securely fastened and do not pose a safety hazard to pedestrians or campus infrastructure. Any banners that are found to be improperly installed or causing a safety concern will be removed immediately by Amenities Centre.
8. When hanging banners on campus, student societies must ensure that the society's name and logo printed on the banners are consistent with their registration with CCSO. This requirement applies to textual and visual presentations, as well as any QR codes or other links included in the banner.
9. Any banners posted on campus with improper associations will be removed without prior notice, and the student societies concerned may also subject to de-registration from CCSO.
10. Unauthorized banners will be removed without prior notice.
11. If student societies are found to be in violation of the guidelines, the Amenities Centre reserves the right to suspend their use of banner site. The period of suspension will be determined solely by Amenities Centre.

Amenities Centre, CEDARS

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