

# **Guidelines on the Use of Facilities Rooms**

## **Managed by Amenities Centre**

### **OPENING HOURS**

Opening hours of the Amenities Centre are adjusted from time to time to accommodate users' needs. Please refer to the website (<https://www.cedars.hku.hk/campuslife/student-amenities>) for latest information.

### **ELIGIBLE USERS**

All students and staff members of The University of Hong Kong are eligible to access the Amenities Centre.

Users have to present their valid physical or electronic student/staff cards upon request.

### **GENERAL RULES**

1. The facilities are free to **current HKU students**; charges are imposed for departments.
2. All applicants or current Society Executive Committee members are required to sign in before using our facilities rooms.
3. Online booking is available for use by both students and departments. Please be aware that same-day online bookings are not available from 5 p.m. (Mon - Fri) until 9 a.m. the next working day, as well as from 12:00 noon (Sat) until 9 a.m. the following working day.
4. Student and departmental users can enquire or cancel their bookings through the online booking system.
5. Preparation and dismantling time should be included in the booking time.
6. Student societies are prohibited from booking or requesting others to book facilities on behalf of other student societies or for private/personal use.
7. Applicant are prohibited from using our facilities rooms for any activities of a commercial or personal profit-making nature.
8. Please do not eat or drink in the venues without prior approval from the Centre.
9. Please clean the place, clear all the rubbish and debris and arrange the furniture in proper order immediately after the event. Please ensure that garbage is disposed of in designated areas and not left in rooms or public areas, including restrooms and restaurants.
10. Prior approval has to be obtained from relevant Centre concerning the display of any structure other than the Centres furniture and equipment, and removal of furniture in the venue.
11. Posters and publicity materials are only allowed in designated places with prior permission from the Centre.
12. Smoking and gambling are strictly prohibited.
13. Please note the capacity of the rooms and make reservation according to your needs. The Amenities Centre reserves the right to require applicants to submit proposals for specific facilities and reserves the right to allocate reservations to rooms that are suitable for the requested capacity.

14. The organizer of the function is held responsible for the following:
  - a. The conduct of the users, and cleanliness of the rooms/areas.
  - b. Any damage caused to the Centre facilities.
  - c. The well-being of all items that are on loan during the period and the costs of repair or replacement of any damaged or lost items.
  - d. Return the reserved items to the designated room at the Centre on their own, and remove their own items from venue after the event.
15. The venue shall not be used for any performances or activities involving copyrights, including the screening of movie, performance of drama or musical work, without the consent of the copyright owner or his/her authorised agent.
16. Users are responsible for their personal property at all times and should never leave personal belongings unattended.
17. Cancellation of booking:
  - a. Bookings will be automatically cancelled when Tropical Cyclone Warning Signal No. 8 or above is hoisted or “Extreme Conditions” After Super Typhoons or Black Rainstorm Warning Signal is in force.
  - b. If user does not turn up after the grace period has lapsed, the booking will be cancelled automatically.
  - c. The Manager reserves the right to cancel any booking when such need arises.
18. 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, suspension of future bookings of any facilities under the administration of the Centre of Development and Resources for Students (CEDARS) or payment of fines.
19. Bad Weather Arrangement:  
Under the situations as listed below:
  - a. Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory; or
  - b. Tropical Cyclone Warning Signal No. 8 or above is hoisted; or
  - c. “Extreme conditions” after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3),
  - d. Black Rainstorm Signal is in force, the following arrangements will apply:

**For booking not yet started**

Situation	Booking Arrangements
If any of the warnings or announcements is hoisted or in force at or after 6:00 am	All bookings commencing before 2:00 pm will be cancelled automatically.
If any of the warnings or announcements is hoisted or in force at or after 11:00 am	All bookings commencing at any time from 2:00 pm and before 6:00 pm will be cancelled automatically.
If any of the warnings or announcements is hoisted or in force at or after 3:00 pm	All bookings commencing from 6:00 pm onward will be cancelled automatically.

**For booking already started**

Situation	Booking Arrangements
When situation a; or b; or c, are in force	All bookings will be suspended immediately.
When Black Rainstorm Signal is hoisted	All bookings will continue.