

## **Guidelines on the Use of Gown Booking for Student Societies**

1. Booking are on a first-come-first-served basis.
2. Applications should be submitted no earlier than 2 months prior to the function date and no later than 7 days before the function date. A maximum duration of loan period is 7 days, from 9 a.m. to 6 p.m..
3. The duration of booking should include preparatory and aftermath work.
4. Applicants are required to bring along with society chop and prove student identity at the time of booking. Online applications are required to use the society departmental email address.
5. Applicants or their representatives 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 their representatives are required to collect or return the gowns on the specified date, during opening hours of the Centre General Office.
7. Applicants or their representatives are advised to check the quantity and condition of the gowns at the time of collection.
8. Transfer of booking is prohibited.
9. The fee is non-refundable. The Rates of Charges may be altered by the University from time to time with or without prior notice.
10. Fines will be imposed if applicants fail to return the gowns to Centre General Office by the due date and time specified on the application form.
11. The Person-in-charge is responsible for the well-being of the gowns for the duration of loan period and is liable for the cost of replacement of the damaged or lost items. (HKD150/pc for Green Gown / HKD200/pc for Black Gown).
12. 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.
13. 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.
14. The Centre management reserves the right to cancel the booking when such need arises.