

**Guidelines on the Use of Notice Boards**  
**Managed by Amenities Centre**

List of Notice Boards Located on Amenities Centre

No.	Amenities Centre	Location	Board No.	Size ~ ( L x H ) cm
1	CYMAC	G/F next to Rm G01	CYM Admin 1	86 x 73
2		G/F between Rm G02 & G03	CYM Admin 2	240 x 120
3		G/F opposite Rm G03	CYM Admin 3	177 x 160
4		G/F next to Rm G03	CYM Admin 4	135 x 160
5		1/F next to Rm 102	CYM Admin 5	260 x 160
6		1/F next to Rm 105	CYM Admin 6	122 x 104
7	FSCAC	GA/F next to Rm GA02	FSC Admin 1	185 x 93
8		1A/F next to Rm 1A02	FSC Admin 2	230 x 110
9		1A/F next to Rm 1A06	FSC Admin 3	215 x 103

1. Registered student societies may post posters on any free space on notice boards managed by Amenities Centre.
2. All posters must be endorsed by Amenities Centre with an official chop and the validity date. Student societies shall submit posters to Amenities Centre 1 working day in advance for endorsement.
3. Each student society shall post only 1pc A2-sized poster or 2pcs A3-sized posters or 1pc A4-sized poster on each notice board.
4. Each student society shall post posters related to its own society and activities only.
5. Only pins or staples should be used for posting on the notice boards.
6. Postings shall not cover other posters or extend beyond the borders of the notice boards.
7. When posting posters on campus, student societies need to beware of the society's name and logo printed on the posters which must be consistent with their registration with CCSO. This arrangement applies not only to the textual presentation, visual image presentation but also to any QR code(s) or other redirected link(s) included in the posters. Any posting of posters on campus with other improper association(s) will be removed without prior notice and the student societies concerned may also subject to de-registration from CCSO.
8. Unauthorized postings will be removed without prior notice.
9. If student societies are found to be in violation of the guidelines, Amenities Centre reserves the right to suspend their use of notice boards. The period of suspension will be determined solely by Amenities Centre.

Amenities Centre, CEDARS

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