

Guidelines on the Use of Storage Area
at K.K. Leung Building Managed by FSCAC

1. Bookings are on a first-come-first-served basis; priority will be given to student societies.
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 14 days, from 9 a.m. to 6 p.m.
3. The duration of the 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 key of the Storage Area on the specified date, during opening hours of the Centre General Office.
7. Transfer of booking is prohibited.
8. Applicants may cancel their booking by sending an email to the respective Centre.
9. Applicants are held responsible for the security of the storage area.
10. The organizer is responsible for maintaining the cleanliness of the storage area, including cleaning and clearing all rubbish and debris after its use.
11. The organizer is responsible for any damage caused to Centre facilities, as well as the well-being of all items on loan during the period, including the costs of repairs or replacement for any damaged or lost items.
12. 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.
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 Development and Resources for Students (CEDARS) or payment of fines.
14. Bookings that have not yet started will be automatically postponed when Typhoon Signal No. 8 or "Extreme Conditions" after Super Typhoons are hoisted, until the Centre General Office resumes its opening hours. Bookings that have already started will be automatically postponed or continued when the Black Rainstorm Signal is hoisted, until the Centre General Office resumes its opening hours.
15. The Centre management reserves the right to cancel the booking when such need arises.