

UrbanFarming@Y6 - Phase 9

Background

An urban farming programme has taken root in The Hong Kong Polytechnic University (PolyU) as the Campus Sustainability Committee and Campus Sustainability Office jointly launch the "UrbanFarming@Y6" programme on Hung Hom main campus to encourage sustainable living. The programme offers many benefits to participants who want to experience and learn organic farming practices. It demonstrates the possibilities of growing food crops on campus and enhances social interaction.

Details:

- Farm location: 6/F, Block Y
- Period: 03/11/2018- 12/02/2019
- Quota: 20 people by drawing lots
- Fee: Free of Charge
- Language: **English** supplemented by Cantonese terms when appropriate
- Deposit: HK\$ 400 will be collected per person. Please ready the deposit by preparing a crossed cheque in Hong Kong dollars made payable to "The Hong Kong Polytechnic University". Please write your name, Student/Staff ID no. and contact telephone number at the back of the cheque, and submit this deposit in person to the Campus Sustainability Office (address: Room Z502, 5/F, Block Z, PolyU) within office hours on designated dates.
- Subject to **fulfillment of 4 workshops attendance requirement (including the compulsory session)**, and in compliance with all guidelines/Terms and Conditions, the deposit will be refunded to the participants. Participants will be notified in due course and they should collect such refund in person at the Campus Sustainability Office (address: Room Z502, 5/F, Block Z, PolyU) within office hours on designated dates. The organizers reserve the rights to confiscate the deposit.

- **Workshop Schedule:**

Date	Time	Venue
Saturday, 03/11/2018- COMPULSORY*	10:00am-11:30am	Y602
Thursday, 15/11/2018	6:30pm-8:00pm	Y521
Thursday, 29/11/2018	6:30pm-8:00pm	Y521
Thursday, 13/12/2018	6:30pm-8:00pm	Y402
Thursday, 03/01/2019	6:30pm-8:00pm	Y602

- *This is a compulsory session in which all participants will work together with the organizer in revitalizing planter boxes, soil and compost mixing, etc.
- Seeds will be provided by tutor.
- Workshop will be postponed if Tropical Cyclone Warning Signal No. 3 or above is hoisted, or when Red or Black Rainstorm Warning Signal is in force two hours before the workshop commences. It will be re-scheduled to another date subject to further arrangement and announcement made by the Organizer.
- Planter box (approximate size: 0.9m x 0.6m), seeds and compost will be provided to participants.
- All current PolyU staff and students are welcome to enroll.

Important Dates:

Date	Events
15/10/2018 (Mon) by 5:30pm	Apply through completing the online application form
16/10/2018 (Tue) by 5:30pm	Successful applicants will be notified by email
19/10/2018(Fri) by 5:30pm	Submit the deposit (by crossed cheque) (Location: Campus Sustainability Office at Z502)

Terms and Conditions:

Application and enrollment

- Application and enrolment is open and interested parties should complete the online application form.
- Application or request to enroll into the programme made after the stated deadline will not be entertained.

Attendance

- Participants should commit to attend all workshop activities of the programme.
- Participants should write in email and inform the organizer in advance of any upcoming absence from the workshop activities. They should write to green.campus@polyu.edu.hk and provide a reason.
- Absence without prior notification and/or without reason will be recorded and be taken into account to determine if the participant can fulfill the minimum 4 workshops attendance requirement.
- Only when participants fulfill the attendance requirement, i.e., 4 workshops attendance requirement (including the compulsory session) and are able to meet all Terms and Conditions, they can collect the refund of deposit.

Access to Block Y

- PolyU staff members can access 6/F, Block Y and visit the farm from 7:00 a.m. to 11:00 p.m. during Mondays to Saturdays, Sundays and Public Holidays.
- PolyU students can access 6/F, Block Y and visit the farm from 7:00 a.m. to 11:00 p.m. during Mondays to Saturdays. If they wish to access Block Y during Sundays and Public Holidays, prior written application should first reach the organizer in which names, Student ID numbers, contact telephone numbers should be provided.
- Identification documents such as Staff Card and Student Cards may be required to produce as a proof of identity upon request of campus security officers.

Activity at the farm

- Planters are allocated by the organizer and participants are not allowed to change, to exchange with others or share with non-participants.
- The organizer reserves the right to disqualify any group whose planter boxes are left unattended for over 2 weeks.
- Please be cautious when applying tools for planting, and please clean up and return all tools to the storage cabinet after use.

- Only natural fertilizers such as Bone Meal are to be applied.
- Chemical fertilizers, pesticide and exotic plants are not allowed on the farm.
- The organizer reserves the right to trim, prune or remove the plants if the plants extend out from the planter boxes
- Damage to any facilities is not allowed.
- Open burning, burning candles and incense are not allowed.
- Please respect other participants and ensure all access is free from obstruction.
- Please take care of your belongings and planters as the organizer will not be responsible for any loss or damage.
- Please clear all plants and personal belongings by the end of planting period.
- The organizer reserves the right to disqualify anyone who, in its opinion, has tampered with or disrupted the operation or violated the rules.
- The organizer reserves the rights to exercise final decision.
- Please follow our updates on website or Facebook and to check if there is any official announcement in relation to the programme.
- For emergency, please contact Campus Security Control Centre at 2766 7666.

Adverse weather arrangement affecting the farm

- The farm will be closed if Tropical Cyclone Warning Signal No. 8 or above is hoisted, or when Red or Black Rainstorm Warning Signal is in force. The farm will re-open in two hours if the Tropical Cyclone Warning Signal No. 8 is lowered at noon or before. Otherwise, it will be closed. The organizer will not be responsible for any damage to the planters due to bad weather. Please notify the organizer if any facilities are damaged.

Organizers

Campus Sustainability Committee
Campus Sustainability Office

Enquiry

For any enquiries about this programme, please contact Miss Hazel Chan at 3400 8403 or Mr. Simon Lee at 3400 8385 or. Please follow our updates on website or Facebook and to check if there is any official announcement in relation to the programme.

Personal Information Collection Statement

Your supply of your Personal Data in the enrollment for this activity is on a voluntary basis. The information you provide in the event of this enrollment being either processed or given further effect will be used for the purposes of related administration and communication of this programme. Unless your consent is obtained or due to legal requirements, the information will not be disclosed to any external organization or third-party and not to be used for any other commercial purpose. You may be photographed, filmed and/or videotaped during the programme as arranged by the organizer and its appointed party in connection with the proper records and further publicity of this programme.

理大農莊計劃 – Y 座綠樓 (第九期)

背景

香港理工大學校園可持續發展委員會及校園可持續發展處在紅磡校園開展「理大農莊計劃」，讓教職員及學生在導師的指導下，學習以自然環保和可持續發展的方式種植植物和蔬果，從而讓參加者認識基本的生態和環境原則，提昇環保意識。

活動詳情

- 農莊地點: 理大校園李兆基樓 (Y 座) 6 樓
- 種植期: 2018 年 11 月 3 日至 2019 年 2 月 12 日
- 名額: 20 人 (以抽籤決定分配)
- 費用: 免費
- 工作坊主要以英語進行講解，並輔以廣東話協助
- 按金: 每位參加者須付港幣\$400 按金。請以劃線支票方式繳交，支票抬頭請寫「香港理工大學」，並在背後寫上姓名及學生/職員編號/聯絡電話號碼。參加者應於指定日期之辦公時間內親身前往校園可持續發展處(辦公室地址為香港理工大學第八期 Z 座 5 樓 502 室) 繳交按金。
- 工作坊出席率達 4 節 (當中必須包括第一節工作坊) 同時並無違反「參加者責任及守則」的參加者可得到退回全數按金。參加者將於較後時間收到相關通知，並需於指定日期辦公時間內親身前往校園可持續發展處(辦公室地址為香港理工大學第八期 Z 座 5 樓 502 室)取回按金。主辦單位保留沒收按金之權利。
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- 工作坊時間:

日期	時間	地點
03/11/2018 (星期六) * 所有參加者必需出席	10:00am-11:30am	Y602
15/11/2018 (星期四)	6:30pm-8:00pm	Y521
29/11/2018 (星期四)	6:30pm-8:00pm	Y521
13/12/2018 (星期四)	6:30pm-8:00pm	Y402
03/01/2018 (星期四)	6:30pm-8:00pm	Y602

- *所有參加者必需出席第一節工作坊。到時參加者將聯同主辦單位一同重置種植箱，例如翻土、混合堆肥等。
- 導師將提供種子。
- 惡劣天氣安排: 若天文台於工作坊舉行當天 2 小時前預告或懸掛三號或更高之熱帶氣旋警告信號或發出紅 / 黑暴雨警告，工作坊將會取消，改辦日期另行通告。



- 每組參加者將獲分配相若面積的種植箱 (大概 0.9m x 0.6m) 、肥料和種子 (如參加者需要額外物資，請自行購買) 。
- 歡迎理大現任教職員及學生參加。
- 重要日期:

日期	事項
15/10/2018 (星期一) 5:30pm 或之前	填妥及提交網上報名表格
16/10/2018 (星期二) 5:30pm 或之前	報名成功者收到確認電郵
19/10/2018(星期五) 5:30pm 或之前	以支票方式繳交按金 (地點: 香港理工大學第八期 Z502 室校園可持續發展處)

參加者責任及守則

報名

- 有興趣參加的人士應填寫網上申請表，並填妥所有欄目。
- 於截止報名日期後提出的申請將不獲受理。

出席工作坊

- 參加者應出席所有工作坊。
- 如參加者因事未能依時出席工作坊，應提前以電郵 (green.campus@polyu.edu.hk) 通知主辦單位並通報原因。
- 如參加者無故缺席工作坊或事前並無通知，主辦單位將記錄在案，並以此決定參加者是否能達到 4 堂工作坊出席率。

李兆基樓 (Y 座) 開放時間

- 理大職員可於星期一至六、日及公眾假期早上七時至晚上十一時期間進出 Y 座及進入農莊範圍。
- 理大學生可於星期一至六早上七時至晚上十一時期間進出 Y 座及進入農莊範圍。如希望在星期日及公眾假期期間進出 Y 座，學生需事前以電郵書面向主辦單位提出申請，並提供其姓名、學生編號及聯絡號碼等資料。
- 校園保安部職員有權要求參加者於進出 Y 座時提供有效身份證明文件如職員證或學生證。

農莊範圍內活動

- 所有種植箱均由主辦單位分配，不得自行選擇。嚴禁自行將種植箱轉予他人。
- 如種植箱荒廢超過 2 個星期，主辦單位有權取消該組資格。
- 在農莊耕作及使用工具時必須小心，請清理後放回儲物櫃。



- 請使用天然肥料例如骨粉等。
- 嚴禁使用未經准許的化學肥料、農藥及引進任何外來植物。
- 植物面積不得超越種植箱範圍，如有違規，主辦單位有權修剪或移除該農作物。
- 不得破壞或擅自修改農莊內的設施或設計。
- 不可在農莊生火。
- 請尊重其他場地使用者及請保持通道暢通。
- 主辦單位將不會對農莊內任何農作品或物品失竊承擔任何負責。
- 在種植期完結之前，必須清理種植箱上所有植物及個人物品。
- 如有任何參加者違反以上規則，主辦單位可隨時終止該參加者的參加資格。
- 主辦單位擁有一切事項之最終判決權。
- 敬請留意主辦單位於網站或 Facebook 張貼的最新版本及公告。
- 當遇到緊急情況，請聯絡大學校園保安控制中心（電話：2766 7666）。

惡劣天氣情況農莊安排

- 天文台懸掛 8 號或以上風球及發出紅 / 黑暴雨警告訊號懸掛期間，農莊停止開放。如中午 12 時前改掛 8 號以下風球，農莊將於約 2 小時後開放，否則停止開放。如發現場地設施有損壞，參加者應通知主辦單位。唯於惡劣天氣期間農作物如有受損，主辦單位將不會承擔任何責任。

主辦單位

- 香港理工大學校園可持續發展委員會
- 香港理工大學校園可持續發展處

查詢

- 如對本活動有任何查詢，請聯絡校園可持續發展處（電話：3400 8403 陳小姐/ 3400 8385 李先生或電郵：green.campus@polyu.edu.hk）。請留意主辦單位於網站或 Facebook 張貼的最新版本及公告。

收集個人資料聲明

申請人及參加者提供的個人資料，將只限用於與本計劃有關的行政及通訊聯繫事宜上，所收集得的個人資料將會絕對保密。除非獲得資料當事人同意或在法律強制下，否則主辦單位不會向外界機構或團體披露當事人提供的任何個人資料，亦不會作其他商業用途。於活動舉行期間，主辦單位及其授權的第三方可能會安排拍照、錄影及/或錄音，用於與本活動有關的正式記錄及宣傳推廣之上。