

Regulations Governing the Use of Amenities Centre

OPENING HOURS

Monday to Friday:	09:00 – 22:00
Saturday:	09:00 – 18:00
Sunday and Public Holiday:	Closed

BOOKING

1. Advance booking:
 - a. Exhibition galleries:
 - HKPUSU and its sub-organizations: 60 days in advance
 - Individual students/student groups not affiliated with the Student Union: 30 days in advance (Interested parties have to apply via email at saac@inet.polyu.edu.hk)
 - b. Multi-purpose Room (S208, S209, S210, S212, S509), Music Appreciation Room (S221):
 - HKPUSU and its sub-organizations: 60 days in advance
 - Individual students/student groups not affiliated with the Student Union: 30 days in advance (S208, S209, S210, S212 & S221)
 - Individual students/student groups not affiliated with the Student Union: 7 days in advance (S509 only)
 - c. Music practice rooms (S217, S218, S219, S220):
 - HKPUSU and its sub-organizations: 7 days in advance
 - Individual students/student groups not affiliated with the Student Union: 7 days in advance
2. Booking quota:
 - a. Exhibition galleries:
 - A maximum of one week (5 weekdays + 1 Saturday) for each booking
 - b. Multi-purpose Room (S208, S209, S210, S212, S509), Music Appreciation Room (S221):
 - 13 hours per week
 - c. Music practice rooms (S217, S218, S219, S220):
 - 3 hours per day; 6 hours per week
3. Booking is on a first-come-first-served basis.
4. Cancellation of booking has to be made at least 1 day in advance of the booking date.
5. Information collected in the facilities booking system will only be used for processing the application.

DO's

6. All users of the Amenities Centre must be PolyU students. Borrowing of student ID card is strictly prohibited.
7. The applicant has to ensure that the Room(s) is/are used only for the purpose as stated in the online facilities booking system.
8. The applicant will be responsible for the conduct of the user(s) and must ensure that no disturbance (e.g. excessive noise) is caused to the other users or the PolyU community.
9. The applicant shall reinstate the venue(s) to the original state before the booking period comes to an end. Any unattended personal belongings and/or materials shall be considered abandoned, and will be discarded.
10. The applicant will be responsible for making good any damage caused and for keeping the place clean and tidy.
11. Broadcast of copyright-protected music in the Amenities Centre is restricted to prior permission from the Composers and Authors Society of Hong Kong Ltd.

DON'T's

12. Users must observe the laws of Hong Kong. No unlawful activity is allowed in the University premises.
13. Activities involving profit-making, transactions, fund-raising or commercial promotion are strictly prohibited.
14. No eating, drinking, cooking, smoking or ball games are allowed. Please keep this room clean and tidy.
15. Displaying of decoration materials is not allowed unless with prior approval from Student Affairs Office.

CONSEQUENCES

16. Any violation of the regulations will lead to immediate suspension of the activity by the Student Affairs Office.
17. Late arrival of more than 15 minutes would be regarded as absence. The Student Affairs Office reserves the right to cancel absent bookings.
18. Users who have violated the above regulations twice within 30 days will result in suspension of the use of the Amenities Centre for 14 days. (Absent of booking is counted.)
19. The Student Affairs Office reserves the right to cancel, interrupt or to terminate the use of the room(s) if the regulations stated above are deemed to be violated.
20. The Student Affairs Office reserves the right to cancel student booking at short notice due to emergency or more urgent University requirements.
21. For further enquiries, please feel free to contact Amenities Centre.
Reception: Room S203, Podium Level of Communal Building
Tel.: 2766 6828
In case of emergency, please seek help from the Security Centre.
Location: Room P110, Core P
Tel.: 2766 7999

Amenities Centre (SAO)

Regulations Governing the Use of Reserved Classrooms

(Regulations stated below only apply to the booking of reserved classroom(s) via the SAO facility booking system - "SAMS" .)

INTENDED PURPOSE

1. Students can make use of the designated classrooms for group project discussion or presentation. The applicant has to ensure that the Room(s) are used only for the purpose as stated in the online facility booking system.

BOOKING

2. Booking can be made 7 days in advance by individual students on a first-come-first-served basis.
3. Booking quota: 3 hours per day, 6 hours per week.
4. Cancellation of booking has to be made at least 1 day in advance of the booking date.
5. User has to bring a hard copy of the e-mail confirmation of the said classroom booking for identification purpose when using the classroom. Students might be requested to present valid classroom booking documentary as and when necessary. Report arrival at Amenities Centre is not required.
6. Information collected in the facility booking system will only be used for processing the application.

DO's

7. At least 50% of the participants of the function held on the campus must be University students or staff.
8. The applicant will be responsible for the conduct of the user(s) and must ensure that no disturbance (e.g. excessive noise) is caused to the other users or the PolyU community.
9. The applicant shall reinstate the venue(s) to the original state before the booking period comes to an end. Any property left behind will be removed or disposed of.
10. The applicant will be responsible for making good any damage caused and for keeping the place clean and tidy.

DON'T's

11. Users must observe the laws of Hong Kong. No unlawful activity is allowed in the University premises.
12. No eating, drinking, smoking or games are allowed. Please keep this room clean and tidy.
13. Activities involving profit-making, transactions, fund-raising, commercial promotion, dancing/musical performance/practice are strictly prohibited in the classrooms.
14. Displaying of decoration materials is not allowed.
15. No subletting of venue(s) is allowed.

CONSEQUENCES

16. Any violation of the regulations will lead to immediate suspension of the activity by the Student Affairs Office.
17. Users who have violated the above regulations twice within 30 days will result in suspension of the use of the Amenities Centre and/or classroom booking for 14 days. (Absence of booking is counted.)
18. The Student Affairs Office reserves the right to cancel, interrupt or to terminate the use of the room(s) if the regulations stated above are deemed to be violated.
19. The Student Affairs Office reserves the right to cancel student booking at short notice due to emergency or more urgent University requirements.
20. For further enquiries, please feel free to contact Amenities Centre.
Reception: Room S203, Podium Level of Communal Building
Tel.: 2766 6828
In case of emergency, please seek help from the Security Centre.
Location: Room P110, Core P
Tel.: 2766 7999

Amenities Centre (SAO)