Key Information about
Amenities Centre & Activity Rooms in Block Z

**OPENING HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Mondays to Fridays</td>
<td>09:00 – 22:00</td>
</tr>
<tr>
<td>Saturdays</td>
<td>09:00 – 18:00</td>
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<tr>
<td>Sundays and Public Holidays</td>
<td>Closed</td>
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</tbody>
</table>

**RECEPTION COUNTER OPENING HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Mondays to Fridays</td>
<td>09:00 – 19:00</td>
</tr>
<tr>
<td>Saturdays</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Sundays and Public Holidays</td>
<td>Closed</td>
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**BOOKING**

1. Advance booking:
   a. Exhibition Venues:
      - 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 stars.ac@polyu.edu.hk)
   b. Multi-purpose Rooms (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
   d. Activity Rooms (Z101, Z102, Z415):
      - HKPUSU and its sub-organizations: 60 days in advance
      - Individual students/student groups not affiliated with the Student Union: not applicable

2. Booking quota:
   a. Exhibition Venues:
      - A maximum of one week (5 weekdays + 1 Saturday) for each booking
   b. Multi-purpose Rooms (S208, S209, S210, S212, S509), Music Appreciation Room (S221), Activity Rooms (Z101, Z102, Z415):
      - 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 generally.

**RULES & REGULATIONS:**

4. All users should leave Activity rooms by or at the end of the booking time. And, unless otherwise confirmed, all users should leave Amenities Centre before 10:00pm (Monday – Friday) or 6:00pm (Saturday).

5. For the individual booking and/or booking of student groups not affiliated with the Student Union, all users of the Amenities Centre & Activity Rooms in Block Z must be PolyU students in general circumstances. For the booking from student organizations under HKPUSU, the number of non-PolyU students to be granted per booking should not exceed ½ of the total number of users of the said function.

6. The applicant has to ensure that the Room(s) is/are used only for the purpose as stated in the online facilities booking system / booking form.

7. Request for cancellation of booking should reach the Centre STARS at least 2 working days prior to the booking period.

8. Students should be punctual to access the booked venue. The Centre STARS reserves the right to cancel bookings for late access of 15 minutes or more.

9. No subletting of the booked venues is allowed.

10. Activities involving profit-making, transactions, fund-raising or commercial promotion are strictly prohibited.

11. Eating, drinking & cooking are NOT allowed. Smoking, ball games, water game or any form of ignition are strictly prohibited.

12. Decoration or publicity materials of any kind are NOT allowed to be put on any walls and doors.

13. Misuse of student ID card is forbidden.
14. All users **MUST** clear up the venue, turn off the light, computer & AV facilities as appropriate, remove all your items and close the door after the use of venue. Please keep the place clean and tidy. Students will be held responsible if they cause any damage.

15. 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.

16. Broadcast of copyright-protected music in the Amenities Centre & Activity Rooms in Block Z is restricted to prior permission from the Composers and Authors Society of Hong Kong Ltd.

17. The applicant shall reinstate the venue(s) to the original state before the booking period comes to an end. Any unattended activity materials shall be considered abandoned, and will be discarded.

18. **The staff (located at ST314) would be on duty during 9:00am – 7:00pm during Mondays to Fridays and 9:00 am – 12:00 on Saturdays, excluded Sundays & Public Holidays.** If you need special support e.g. using facilities & equipments, lending of access card for guests, moving of partition (if any), please contact staff at ST314 during their office hours at least 2 working days in advance and it is subject to confirmation. We reserve the right **NOT** to entertain late request.

19. Students should leave the Amenities Centre / Activity Rooms in Block Z as soon as possible when typhoon signal number 8 or above is hoisted.

20. Students must observe the laws of Hong Kong. No unlawful activity is allowed on University premises.

21. Bookings may be cancelled at short notice due to emergency or more urgent University requirements.

22. Students are requested to observe the rules and regulations for requests for sponsorship as stipulated in the Student Handbook.

23. The University reserves the right to discontinue the function if the conditions stated herein are deemed to be violated.

24. Only booking of rooms in individual capacity could be made via SAMS. For booking rooms for HKPUSU activities, students should submit application form in hard copy & follow the HKPUSU endorsement procedures.

**CONSEQUENCES**

25. Users booked room(s) but late for 15 minutes or more would be regarded as absence. The Centre STARS reserves the right to cancel such bookings and venue hirers may be subject to other consequences as stated below.

26. The Centre STARS 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.

27. Users who have violated any of the above regulations may result in suspension of the use of the Communal facilities for 14 days.

28. Users are held responsible for the activities conducted in the venues. Centre STARS reserves the right to report any cases of violation of the regulations to Student Discipline Committee. Serious offence may result in disciplinary actions or termination of study.

**HANDLING OF INFORMATION AND PERSONAL DATA PROVIDED**

29. Your provision of all the personal data requested in the online facilities booking system / booking form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

30. The personal data and information provided in the online facilities booking system / booking form and in supplementary document(s) if any, will be used by Centre STARS and for activities relating to: (i) processing of this application (ii) the booking and the use of student amenities.

31. The personal data and information collected in the application may be disclosed to relevant parties including PolyU units:
   i. for the purposes mentioned in point 30 above, and
   ii. where such disclosure is authorized or required by law.

32. In accordance with the Personal Data (Privacy) Ordinance, you have the right to access and correct the personal data provided by you in the application and also to request a copy of such data. If you wish to access your personal data kept in our records, you may submit a request via the “Data Access Request Form” which is obtainable at the Academic Secretariat Service Centre at M101, PolyU. A handling fee will be charged.

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For further enquiries, please feel free to contact Centre STARS Reception at ST314, 3/F Core S
Tel.: 2766 6828

In case of emergency, please seek help from the Security Centre.
Location: Room P110, 1/F Core P
Tel.: 2766 7999

Centre STARS / October 2015