

**Application for Use of Alumni Atrium
by External Applicant**

For AADO Use Only	
Ref. No.:	
Received:	

Please complete **Part 1 - Application Form** and return it to the Alumni Affairs and Development Office (AADO) of The Hong Kong Polytechnic University (PolyU) by fax to 2954 0315 or email to alumni.atrium@polyu.edu.hk and refer to **Part 2 – Booking and Regulations** for the rules and conditions governing the use of the Alumni Atrium and booking procedures.

Part 1 – Application Form

A. Type of Applicant: <input type="checkbox"/> PolyU Alumnus/ Alumna (Please complete Part I)	
<input type="checkbox"/> Outside Organization (Please complete Part II)	
I. Particulars of Applicant	
Name of Applicant:	HK Identity Card No.:
Department of Graduation:	Year of Graduation:
Mobile/ Tel:	Email:
Correspondence Address:	
II. Particulars of Applicant	
Name of Organization:	
Nature of Organization: <input type="checkbox"/> Commercial <input type="checkbox"/> Government <input type="checkbox"/> Registered Non-profit-making <input type="checkbox"/> Charitable <input type="checkbox"/> Overseas <input type="checkbox"/> Others: _____	
Name of Contact Person:	Position:
Business Registration Certificate No.:	
Tel:	Fax:
Mobile:	Email:
Correspondence Address:	
B. Particulars of Event	
Organizers: (Please provide names of all the organizers/ co-organizers):	
Name of Event: (in English)	
Name of Event: (in Chinese)	
Nature of Event: Academic/ Cultural/ Promotional/ Others (please specify):	
Format of Event: Seminar/ Workshop/ Social Gathering/ Others (please specify):	
Estimated No. of Participants:	
Is it a fee-paying event? <input type="checkbox"/> No <input type="checkbox"/> Yes (HK\$ _____ per person)	
Are catering activities involved? <input type="checkbox"/> No <input type="checkbox"/> Yes (Name of Caterer: _____)	

C. Particulars of Requirements

(Please refer to the Appendix – Opening Hours, Facilities, Venue Rental Rates and Floor Plan of the Alumni Atrium for details)

Date(s) and Time (including venue set-up and dismantling):

Venue(s) Required:

- | | | |
|---|---|--|
| <input type="checkbox"/> Multi-function Hall | <input type="checkbox"/> Pauline Tsang Po Yan Gallery | |
| <input type="checkbox"/> FHKPUAA Meeting Room I | <input type="checkbox"/> FHKPUAA Meeting Room II | <input type="checkbox"/> FHKPUAA Meeting Room I & II |
| <input type="checkbox"/> Piazza | <input type="checkbox"/> Wong Tit Shing Alumni Common | |

I confirm that I have read and agree to the rules and regulations as stipulated in **Part 2 - Booking and Regulations** attached to this Application Form.

Signature of Applicant

Organization Stamp (if applicable)

Date

Name: ()

Please read our Personal Information Collection Statement at www.polyu.edu.hk/aado/PICS.pdf.

Use of Personal Data in Direct Marketing

The Hong Kong Polytechnic University would like to use your name, address, telephone number, fax number and email address to inform you of the following activities, services and facilities (collectively, “the marketing subjects”):

- Activities, seminars or workshops organized by us alone, jointly with other parties or by other parties;
- Privileges, discounts and offers for services provided by us alone or jointly with other parties; and
- Charitable, educational, social and other activities that solicit contributions, donations or participation.

We cannot use your personal data for sending information on the above marketing subjects to you unless we have received your consent. Please tick the box below to indicate your agreement for us to use your personal data to send you information on the above marketing subjects.

You may withdraw from receiving information on the marketing subjects indicated above at any time by sending an email to the Departmental Personal Data Officer at alumni.atrrium@polyu.edu.hk.

- I agree The Hong Kong Polytechnic University to use my personal data to send me information on the marketing subjects indicated above.

Part 2 – Booking and Regulations

Booking Arrangements

1. Booking of the Alumni Atrium will be accepted **6 months in advance of the intended day of use of the Alumni Atrium**. Application should reach the Alumni Affairs and Development Office (AADO) **at least 2 weeks before the intended day of use**. The applicant will be notified of the result of application in writing by AADO.
2. Priority in booking will be given to events with the following objectives:
 - To foster friendships, exchange and partnerships between PolyU graduates and other members of the PolyU community;
 - To enhance PolyU graduates' sense of belonging; and
 - To strengthen the network between PolyU graduates, the University and its students.Applications will be processed on a first-come-first-served basis. In case of disputes, AADO reserves the right for final decisions.
3. Venue rental fee will be charged except for bookings of the Alumni Atrium for University Grants Committee (UGC)-funded activities. Waiver of venue rental fees will be considered on a case-by-case basis. AADO reserves the right for final decisions.
4. AADO may cancel a confirmed booking if the conditions stated in this Booking and Regulations are deemed to be violated by the applicant. AADO shall not be responsible for any loss or damage arising from the cancellation or interruption of the event caused by whatever reasons.
5. When Tropical Cyclone Warning Signal No. 8
 - a) is in force before the commencement of a booking, the Alumni Atrium will be closed and the booking will be correspondingly cancelled without any notice to the applicant.
 - b) is issued when the event in the booked venue is in progress in the Alumni Atrium, AADO will inform the applicant of such announcement and request the event to be suspended.
 - c) is expected to be issued within the next 2 hours before the commencement of a booking, as announced by the Hong Kong Observatory, at any time between:
 - 06:30 and 12:00, the Alumni Atrium will be closed for the morning session (08:30 – 14:00) and the booking will be correspondingly cancelled without any notice to the applicant;
 - 12:00 and 16:30, the Alumni Atrium will be closed for both afternoon session (14:00 – 18:30) and evening session (18:30 – 22:30) and the booking will be correspondingly cancelled without any notice to the applicant.
 - d) is cancelled:
 - between 08:30 to 12:00, the Alumni Atrium will be closed for the morning session (08:30 – 14:00) and the booking will be correspondingly cancelled without any notice to the applicant;
 - after 12:00, the Alumni Atrium will be closed for both afternoon session (14:00 – 18:30) and evening session (18:30 – 22:30) and the booking will be correspondingly cancelled without any notice to the applicant.
6. When Black Rainstorm Warning Signal
 - a) is in force within 2 hours before the commencement of a booking, the booking will be cancelled.
 - b) is issued when the event in the booked venue is in progress, the event could still be continued, but the participants are advised to stay inside the Alumni Atrium for their own safety while the warning is still in force, and even when the function is over if deemed necessary.

Rental Arrangements

Fees and Payment

7. The applicant should pay rental fees in accordance with the prevailing “Rental Rates” of the Alumni Atrium as indicated in the Appendix.
8. The rental fees should be paid in full on or before the date specified by AADO for the booking to be confirmed. AADO may cancel a booking without notice to the applicant if such payment is not made by the specified date.
9. If the booked venue is used beyond the period of booking in case of event overrun, the applicant shall be charged double the standard rental fees and per half hour (or part thereof) for such extended use of the booked venue. AADO reserves the right to approve or reject any application for such extended use of the booked venue.
10. The Finance Office of The Hong Kong Polytechnic University will send the demand note to the applicant directly. The applicant should refer to the details of the payment method printed on the demand note.
11. The applicant should send a copy of the official receipt issued by the Finance Office to AADO by fax to 2954 0315 or email to alumni atrium@polyu.edu.hk for record.

Cancellation and Refund

12. The applicant should submit a written request for cancellation of a confirmed booking to AADO. Where the rental fees have been paid by the applicant and the confirmed booking is cancelled by the applicant:
 - a) A full amount of the rental fees paid will be refunded if the cancellation is made 30 days or more before the event;
 - b) Half of the rental fees paid will be refunded if the cancellation is made less than 30 days but more than 14 days before the event; and
 - c) No refund will be made if the cancellation is made 14 days or less before the event.
13. AADO reserves the right to cancel a confirmed booking when the venue or facility is urgently required by the University for its activities or for other over-riding and compelling reasons.
14. If the booking is cancelled by AADO or due to the conditions specified in items 5 and 6 above, a full refund of payment will be made.

Rules and Regulations

1. The Alumni Atrium is not intended to be used as a place of public entertainment as interpreted in the Places of Public Entertainment Ordinance, Chapter 172. (i.e. The Alumni Atrium cannot be used by the general public unless invited by the applicant).
2. The applicant is responsible for obtaining any licenses for the event, if required by laws.
3. Sales and promotion of goods and services, activities involving profit-making, commercial transactions or fund-raising are strictly prohibited in the Alumni Atrium unless prior consent has been obtained from AADO.
4. The applicant should ensure that the event held in the Alumni Atrium will not cause disruption to other activities of PolyU.
5. No subletting or transfer of use of the booked venue is allowed. AADO will request user to present booking confirmation document and relevant correspondences for verification before using the facilities.
6. The applicant is required to obtain prior consent from AADO for moving or re-arranging any furniture and audio-visual items in the booked venue, including but not limited to conference tables, sofas, remote control installed/ provided in the venue. The applicant is responsible for the reinstatement of the original conditions of the venue before returning it to AADO.
7. Food and drinks shall not be permitted inside the Multi-function Hall, the FHKPUAA Meeting Room and the Pauline Tsang Po Yan Gallery, unless prior consent has been obtained from AADO. No alcoholic drink is allowed even AADO has given consent for serving food and drinks.
8. Smoking is strictly prohibited in the University premises and the Alumni Atrium.
9. Decoration or publicity materials, such as but not limited to stickers, posters, notices, directional signs and banners, are not allowed to be affixed to the furniture, equipment, walls, windows, doors, floors and/or ceilings of the Alumni Atrium.
10. The applicant is responsible for clearing of garbage generated during the event and the venue set-up and dismantling processes. The applicant will be charged for cleaning services, if any arranged by AADO if and when necessary.
11. The applicant is responsible for obtaining insurance to cover the activities held inside the Alumni Atrium including but not limited to venue set-up, dismantling works and the participants of the activities. AADO is not liable for any loss or damage, injury or fatality arising out of or connected with the use of the venue.
12. The applicant may arrange security services if necessary. AADO is not liable for theft or loss of any items, including but not limited to valuables, products and display materials, or negligence of any kind arising from the use of the venue.
13. The applicant shall be responsible for all damages or loss of any fixtures/ fittings of and furniture/ equipment inside the facilities of the Alumni Atrium caused by its staff, contractors or participants of the event. The applicant shall reimburse all costs of reinstating, cleaning or replacing any part of the furniture/ fixture and/or equipment, which has been damaged, destroyed, stolen, removed or made dirty during the use of the venue.

14. The applicant is requested to comply with the “[Health & Safety Guideline for Campus Events](#)” as recommended by the Health, Safety and Environment Office of PolyU.
15. AADO reserves the right to amend the Booking and Regulations for Use of Alumni Atrium whenever deemed necessary without prior notice.
16. AADO and the University shall not be involved with nor be responsible for any disputes and public controversies arising from the applicant’s event. Confirmation of a booking of using the Alumni Atrium shall in no way constitute any agreement or support of the content and nature of the event by AADO or the University. The applicant shall not imply any support/endorsement from AADO or the University in any literature or publicity for the event. Conversely, AADO shall have the right to cancel any booking of or stop the applicant from using the booked venue without prior notice, if the booking of the event may give rise to such public disputes and controversies.

Appendix – Opening Hours, Facilities, Venue Rental Rates and Floor Plan of Alumni Atrium

Alumni Atrium

Chung Sze Yuen Building (Core A), The Hong Kong Polytechnic University

Opening Hours

The Alumni Atrium is normally open for booking during Mondays to Saturdays:



Mondays to Fridays 08:30 – 22:30
(all venues except for Wong Tit Shing Alumni Common, of which the opening hours are 10:00 – 22:30)






Saturdays 08:30 – 18:30

The Alumni Atrium is closed on Sundays and Public Holidays.

Requests for using the venue beyond normal opening hours will be considered on a case-by-case basis.

Facilities

Venue and Capacity	Equipment and Furniture	
Piazza (P/F, approx. area: 118m ²) Standing: 150 pax	<ul style="list-style-type: none">• Nil	
Wong Tit Shing Alumni Common (P/F, approx. area: 40m ²) Standing: 30 pax	<ul style="list-style-type: none">• 2 LED TVs• 2 sets of sofas and coffee tables• 4 bar stools	

Venue and Capacity	Equipment and Furniture	
<p>Multi-function Hall (1/F, approx. area: 140m²)</p> <ul style="list-style-type: none"> • Standing: 120 pax • Theatre Setting: 100 pax 	<ul style="list-style-type: none"> • 1 overhead projector and screen • 1 LED TV • 3 wireless microphones • Data network connection • 2 sets of sofas and coffee tables 	
<p>FHKPUAA Meeting Room I (1/F, approx. area: 28m²)</p> <ul style="list-style-type: none"> • Boardroom Setting: 10 pax 	<ul style="list-style-type: none"> • 1 LED TV • Data network connection • 4 folding tables • 10 chairs 	
<p>FHKPUAA Meeting Room II (1/F, approx. area: 22m²)</p> <ul style="list-style-type: none"> • Boardroom Setting: 10 pax 	<ul style="list-style-type: none"> • 1 overhead projector and screen • Data network connection • 4 folding tables • 10 chairs 	
<p>FHKPUAA Meeting Room I & II (1/F, approx. area: 50m²)</p> <ul style="list-style-type: none"> • Boardroom Setting: 20 pax • Theatre Setting: 30 pax 	<ul style="list-style-type: none"> • 1 overhead projector and screen • 1 LED TV • Data network connection • 8 folding tables • 30 chairs 	
<p>Pauline Tsang Po Yan Gallery (1/F, approx. area: 29m²)</p> <p>Standing: 30 pax</p>	<ul style="list-style-type: none"> • 4 LED TVs • 3 sofas 	

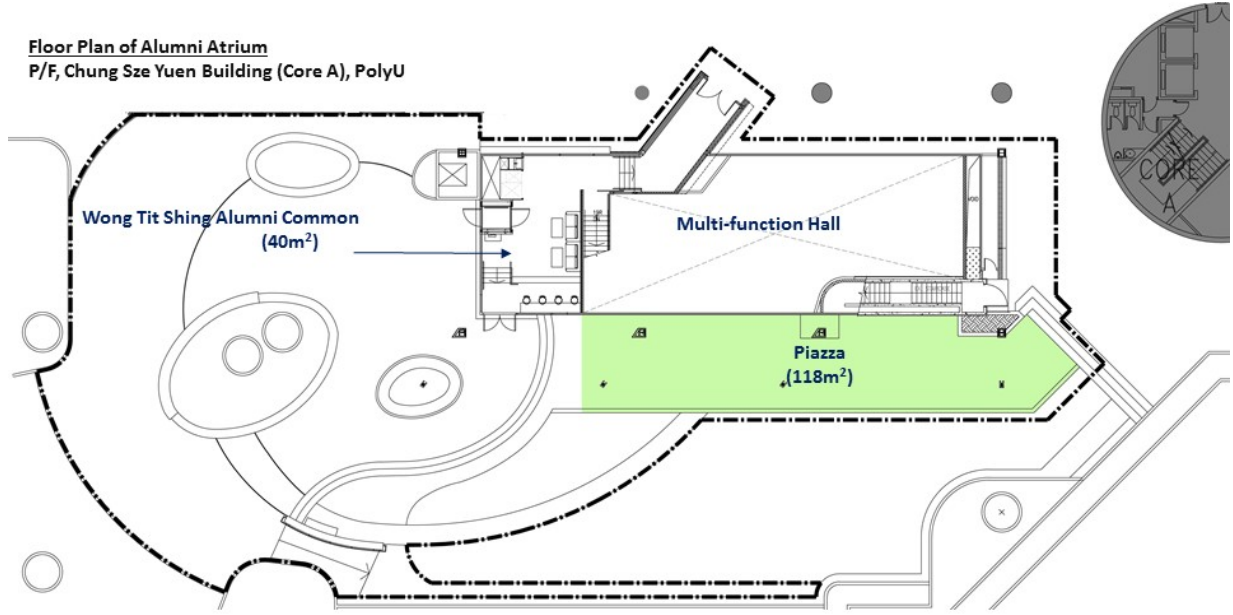
Venue Rental-- Rates

Venue	Hourly Rental Rates (HK\$)	
	Monday – Thursday (08:30 – 22:30) Friday (08:30 – 18:00)	Friday (18:00 – 22:30) Saturday (08:30 – 18:30)
Piazza	1,600	2,000
Wong Tit Shing Alumni Common	960	1,200
Multi-function Hall	1,600	2,000
FHKPUAA Meeting Room I	480	600
FHKPUAA Meeting Room II	480	600
FHKPUAA Meeting Rooms I & II	960	1,200
Pauline Tsang Po Yan Gallery	960	1,200

1. The minimum duration of booking is three hours and half-hour booking thereafter is accepted.
2. Discount will be offered to local alumni associations, overseas alumni associations, mainland Alumni Circle and PolyU alumni.

Floor Plan

Floor Plan of Alumni Atrium
P/F, Chung Sze Yuen Building (Core A), PolyU



Floor Plan of Alumni Atrium
1/F, Chung Sze Yuen Building (Core A), PolyU

