

**Use of Alumni Atrium
by External Applicant
Booking and Regulations**

Please refer to the below rules and regulations governing the use of the Alumni Atrium and booking procedures.

Booking Arrangements

1. Booking of the Alumni Atrium will be accepted up to **6 months in advance of the intended day of use of the Alumni Atrium**. Application should reach the Alumni Affairs Office (AAO) **at least 2 weeks before the intended day of use**. The applicant will be notified of the result of application in writing by AAO.
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, AAO 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. AAO reserves the right for final decisions.
4. The applicant should specify in the booking form any venue setup and/or catering arrangement. Should there be any change, the applicant should inform AAO in writing at least 3 days before the event date. The applicant should liaise and settle payment directly with the service providers regarding the arrangement.
5. AAO may cancel a confirmed booking if the conditions stated in this Booking and Regulations are deemed to be violated by the applicant. AAO shall not be responsible for any loss or damage arising from the cancellation or interruption of the event caused by whatever reasons.
6. The Applicant should provide full name list of guests at least 1 week in advance of the event date for campus access pre-registration.
7. 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, AAO 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.
8. 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.

Wedding and Wedding Photography

9. PolyU alumni may book the Alumni Atrium for wedding. The applicant, limited to PolyU alumnus, can be the wedding couple or parent of the wedding couple.
10. PolyU alumni may apply for permission to take wedding photos at outdoor locations on PolyU campus. Application should be made at least one month prior to the shooting.
- a) The wedding photographs should be for personal use and not for any commercial purposes.
 - b) Photo shooting is allowed on Sundays and statutory holidays except during the examination and Congregation periods. No photo shooting is allowed on weekdays and Saturdays.
 - c) Photo shooting is limited to outdoor locations. It is not allowed inside any campus facilities, except the Alumni Atrium with approval granted in advance.

Rental Arrangements

Fees and Payment

1. The applicant should pay rental fees in accordance with the prevailing “Rental Rates” of the Alumni Atrium.
2. The rental fees should be paid in full on or before the date specified by AAO for the booking to be confirmed. AAO may cancel a booking without notice to the applicant if such payment is not made by the specified date.
3. 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. AAO reserves the right to approve or reject any application for such extended use of the booked venue.
4. 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.
5. The applicant should send a copy of the official receipt issued by the Finance Office to AAO by email to alumni atrium@polyu.edu.hk for record.

Cancellation and Refund

6. The applicant should submit a written request for cancellation of a confirmed booking to AAO. 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.
7. AAO 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.
8. If the booking is cancelled by AAO or due to the conditions specified in items 7 and 8 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 AAO.
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/ access card is allowed. AAO 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 AAO 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 AAO.
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 AAO. No alcoholic drink is allowed even AAO has given consent for serving food and drinks.
8. Smoking is strictly prohibited in the University premises and the Alumni Atrium.
9. Use of open flames, fireworks and explosives on campus is strictly prohibited.
10. Use of unmanned aerial vehicles (flying drones) is not allowed.
11. 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.
12. The applicant should avoid the use of single-use and disposable items in the events, including but not limited to single-use food and beverage containers, cutleries, straws, plastic bags, wrapping or packaging, and venue decoration materials. Alternatives to disposables and materials, which can be re-used and/or recycled, are more preferred.
13. 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 AAO if and when necessary.
14. 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. AAO is not liable for any loss or damage, injury or fatality arising out of or connected with the use of the venue.

15. The applicant may arrange security services if necessary. AAO 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.
16. 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.
17. The applicant is requested to comply with the "[Health & Safety Guideline for Campus Events](#)" as recommended by the Health and Safety Office of PolyU.
18. The applicant should report any irregularities or incidents immediately to Campus Security Control Centre at 2766 7666.
19. AAO reserves the right to discontinue any activity if the booked venue is found to have been misused and/ or have been carrying potential risks towards the reputation and well-being of the University.
20. AAO reserves the right to amend the Booking and Regulations for Use of Alumni Atrium whenever deemed necessary without prior notice.
21. AAO 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 AAO or the University. The applicant shall not imply any support/endorsement from AAO or the University in any literature or publicity for the event. Conversely, AAO 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.