

## Use of Wong Man and Tang Kit Wah Global Student Hub By PolyU Departments/Offices/Student Organisations

Please refer to the below rules and regulations governing the use of the Wong Man and Tang Kit Wah Global Student Hub and booking procedures.

### BOOKING ARRANGEMENTS:

1. Booking of the Wong Man and Tang Kit Wah Global Student Hub (QT201 and QT201a) (these rooms) will be accepted 6 months in advance of the intended day of use of the venue. Application should reach the Student Affairs Office (SAO) at least 2 weeks before the intended day of use. The applicant will be notified of the result of application in writing by SAO.
2. **Booking will only be considered for activities which could facilitate cross-cultural mingling and further integration between local and non-local students.** Applications fulfilled such requirement will be processed on a first-come-first-served basis. In case of disputes, SAO reserves the right for final decisions.
3. The applicant should specify in the booking form any venue setup. Should there be any change, the applicant should inform SAO in writing at least 3 days before the event date. The applicant should also arrange necessary manpower to facilitate venue setup and return it to original layout, if necessary.
4. The applicant should notify SAO the cancellation of confirmed booking in writing at least 2 days in advance of the intended day of use of these rooms, or the departments/offices/student organisations concerned may be suspended from booking these rooms for a period of 3 months from the day of use of the venue in the original booking.
5. The applicant/user(s) should be punctual to access these rooms at the booking time. SAO reserves the right to cancel the booking for late access of 15 minutes or more.

### CONDITIONS OF USE:

6. Users are expected to act in compliance with the laws of Hong Kong and the Policy on the Use of the University Premises. Students should observe the rules and regulations as stipulated in the Student Handbook, including but not limited to those related to the proper use of Student Identity Card. Please note that misuse of Student Identity Card is strictly forbidden. The card holders are liable to disciplinary action if they lend their Student Identity Card to another person to enable the latter to gain access to University facilities.
7. The use of these rooms shall comply with established University rules, regulations & policies.
8. The University reserves the right to cancel a confirmed booking if these rooms are urgently required by the University for its activities or for other over-riding compelling reasons.
9. The University reserves the right to ask user(s) to leave these rooms if the conditions and regulations stated herein have been or are deemed to be violated.
10. The University will exercise its discretion to take immediate action(s), as deemed appropriate, should any of these rooms are found to have been misused and/or have been carrying potential risks towards the reputation and well-being of the University.
11. The University/SAO 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 these rooms shall in no way constitute any agreement or support of the content and nature of the event by the University/SAO. The applicant shall not imply any support/endorsement from the University/SAO in any literature or publicity for the event. Conversely, SAO shall have the right to cancel any booking of

or stop the applicant from using these rooms without prior notice, if the booking of the event may give rise to such public disputes and controversies.

12. The applicant/user(s) should report any irregularities or incidents immediately to the Customer Service Officer on site or Campus Security Control Centre at 2766 7666.

## **REGULATIONS:**

### **(About the Scope of Activity and Conduct)**

13. These rooms are dedicated to providing a physical space for cross-cultural mingling and further integration between local and non-local students. These rooms are not intended to be used as a place of public entertainment as interpreted in the Places of Public Entertainment Ordinance, Chapter 172. (i.e. these rooms cannot be used by the general public unless invited by the applicant).
14. Users must not cause any disruption to other user(s), the normal activities and operation of the University.
15. Food and drinks should only be served outside the venue under normal circumstances.
16. No consumption of alcoholic drinks is permitted.
17. No smoking, gambling, water game, dangerous drugs and other harmful activities such as dust party are permitted.
18. Use of open flames, fireworks, explosives, unmanned aerial vehicles (flying drones) is not allowed.
19. No activity involving sale of commodities and/or making profit, marketing or promotion of commodities, donation or fundraising is allowed.
20. No commercial message or price tag (except necessary registration/admission fee) is allowed on the publicity materials displayed at the venue (e.g. display posters, banners, flag seas, core pictures, etc.).
21. No seditious publicity, display or parade is allowed.
22. 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 these rooms.
23. The applicant/users should avoid the use of single-use and disposable items in the activities, including but not limited to single-use straws, plastic bags, wrapping or packaging, and venue decoration materials. Alternatives to disposables and materials, which can be reused and/or recycled, are more preferred.
24. The applicant must not sub-let these rooms.
25. The applicant must not receive rental from other parties for use of these rooms.
26. The applicant/users shall be responsible for ensuring that the activities do not generate any unnecessary/excessive noise at any time which will cause disturbance to others in the vicinity.
27. The applicant should make sure that the number of participants does not exceed the stated capacity of these rooms.
28. 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 SAO if and when necessary.
29. The applicant should reinstate these rooms to their original state after the activity.
30. The applicant shall be responsible for all damages or loss of any fixtures/fittings of and furniture/equipment inside the facilities of these rooms 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 these rooms.
31. Activity-in-charge should be present at the venue during the whole activity so as to ensure all users comply with regulations.
32. Broadcast of sound, audio-visual recordings and film requires proper license(s) from the copyright owner(s).
33. All permits and licenses as required for complying with relevant statutory provisions for any activity shall be obtained by the applicant from the Government departments or authorities concerned, such

as Places of Public Entertainment License for Places other than Cinemas and Theatres, etc.

34. The applicant is responsible for obtaining insurance to cover the activities held inside these rooms including but not limited to venue set-up, dismantling works and the participants of the activities. SAO is not liable for any loss or damage, injury or fatality arising out of or connected with the use of the venue.
35. The applicant may arrange security services if necessary. SAO 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 these rooms.
36. The staff of SAO and Customer Service Officer reserve the right to request any users who do not follow any of the above regulations to leave these rooms immediately.

### **CONSEQUENCES**

37. Venue hirers late for 15 minutes or more would be regarded as “absence”. SAO reserves the right to cancel such bookings and venue hirers may be subject to other consequences as stated below.
38. SAO reserves the right to cancel, interrupt or to terminate the use of these rooms if the regulations stated above are deemed to be violated.
39. Users/Organisers/Student organisations are held responsible for the activities conducted in the venues. Users/Organisers/Student organisations who have violated any of the above regulations may be subject to consequences, including but not limited to suspension of the use of communal facilities of up to 12 months. Serious offence will be reported to Student Discipline Committee.

### **HANDLING OF INFORMATION AND PERSONAL DATA PROVIDED**

For details of the Personal Information Collection Statement (PICS), please visit <https://www.polyu.edu.hk/sao/personal-information-collection-statement/>.