

Dear Residents,

As examination period is approaching, apart from the regular study room (Room 211), we are pleased to let you know that an additional study room (Room 206) will be open <u>from 11 Apr to 11 May</u> with details below:

| Venue | Room 211& Room 206 |
|------------------|------------------------|
| Date | 11 Apr to 11 May 2024 |
| Opening Hours | Session 1: 19:00-01:00 |
| | Session 2: 01:00-07:00 |
| | Session 3: 07:00-13:00 |
| | Session 4: 13:00-19:00 |

Rules for the Study Room:

- 1. The use of the study room is on first-come-first-served basis; Residents will be requested to vacate their seats and tables 5 minutes before the end of each session;
- 2. Residents have to queue up in person outside the study room if they would like to secure a place in the subsequent session;
- 3. Personal belongings and other items left unattended in the Study Room for more than 30 minutes may be removed and placed in the "unattended item tray";
- 4. Security guards will confiscate items in the "unattended item tray" daily. Owners should reclaim their items in the Security Control Room by submitting an application form and settling the administration fee within 7 days. Any overdue items shall be disposed of without prior notification;
- 5. The Student Halls is NOT responsible for any loss or damage of personal belongings left unattended;
- 6. Don't make excessive noise or create any disturbance that will affect other users in the Study Room;
- 7. Eating and drinking are prohibited in the Study Room;
- 8. Staff of the Hall Administration or Property Management Office may request any users, who do not follow the above rule(s), to leave the Study Room immediately.

Hall Administration Student Resources and Support Section Student Affairs Office