

## **Regulations of Multi-purpose Function Room at HHB Campus**

### **CONDITIONS OF USE:**

1. Users/Organisers must 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 requests for sponsorship and the proper use of Student Identity Card. Please note that misuse of student ID 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. Users/Organisers should also ensure that activities held at booked venues are in compliance with the University's sexual harassment policy.
2. Multi-purpose Function Room (the room) under the management of Student Affairs Office (SAO) is open for booking by PolyU departments, student organisations and staff associations only and all bookings will be accepted or otherwise at the discretion of SAO. SAO reserves the right to cancel a confirmed booking if the booked venues and facilities are urgently required by the University for its activities or for other over-riding compelling reasons.
3. The University reserves the right to discontinue any activity if the conditions and regulations stated herein have been or are deemed to be violated.
4. The University will exercise its discretion to take immediate action(s), as deemed appropriate, should any of the room is found to have been misused and/or have been carrying potential risks towards the reputation and well-being of the University.
5. Users/Organisers have to ensure that the room is used only for the purpose as stated in the booking form. Staff of SAO reserves the right to request venue hirers to provide more details and double-check on site as and when necessary.

### **REGULATIONS:**

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

1. No activity involving sale of commodities and/or making profit, marketing or promotion of commodities, donation or fundraising is allowed.
2. No commercial message or price tag (except necessary registration/admission fee) is allowed on the publicity materials displayed at the room (e.g. display posters, banners, flag seas, core pictures, etc.).
3. No seditious publicity, display or parade is allowed.
4. Display of posters and other publicity materials above 2 metre high are generally not allowed, unless having special approval in advance.
5. Users/Organisers must not sub-let the room and facilities allocated to them.
6. Users/Organisers must not receive rental from other parties for use of the room.
7. Users/Organisers must not cause any disruption to the normal activities and operation of the University.
8. Users/Organisers 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.
9. Food is not permitted in the room in general circumstances. All drinks must be contained in a lid-sealed or non-friable container.
10. No smoking, gambling, water game, dangerous drugs and other harmful activities such as dust party are permitted.
11. No cooking and any form of ignition is permitted, unless specified during room booking and with consent from SAO.
12. Users/Organisers should make sure that the number of participants does not exceed the stated capacity of the room.
13. Users/Organisers must keep the room clean and tidy, and safeguarding their own belongings.
14. Users/Organisers shall be responsible for the repair and replacement cost for any damages caused by the activities.
15. Users/Organisers shall reinstate the room to its original state and remove all properties brought in. All users/Organisers MUST clear up the room and close the door after use. Any property found thereafter will be removed or disposed in such a manner as SAO considers appropriate. The University reserves the right to claim from the organiser any expenses incurred in the removal and disposal.
16. Activity-in-charge should be present at the room during the whole activity so as to ensure all users comply with

regulations.

17. All exhibition/display materials should be arranged by Users/ Organisers.
18. Decoration or publicity materials of any kind are NOT allowed to be put on any walls and doors.
19. Broadcast of sound, audio-visual recordings and film requires proper license(s) from the copyright owner(s).
20. All permits and licenses as required for complying with relevant statutory provisions for any activity shall be obtained by the activity-in-charge from the Government departments or authorities concerned, such as Places of Public Entertainment License for Places other than Cinemas and Theatres, etc.
21. Users/Organisers should ensure that the room is used as form/nature indicated in the booking forms.

#### **(About Bookings & Use of the room)**

22. Advance bookings for hall activities will be accepted 3 months in advance, while bookings for other activities can be made up to 2 months in advance. Booking form should be submitted at least 2 weeks prior to the booking date.
23. The applicant should specify in the booking form any venue setup, included those set-up by venue hirers and those expected from SAO, subject to SAO's confirmation. Should there be any change, the applicant should inform SAO in writing at least 4 days before the event date. Set-up requests are subject to SAO's confirmation and may involve additional cost.
24. All users should leave the rooms at the end of the booking time.
25. When Tropical Cyclone Warning Signal No. 8
  - a) is hoisted before the commencement of a booking, the room will be closed and the booking will be cancelled without notice to the venue hirer. The booking fees paid will be refunded to the applicant without interest or compensation.
  - b) is hoisted when the event is in progress in the room, SAO will inform the applicant of such announcement and request the event to be suspended.
  - c) is expected to be hoisted within the next 2 hours as announced by the Hong Kong Observatory, at any time between:
    - 6.30am-12.00pm, the room will be closed for the morning session (8.00am – 2.00pm) and the booking will be cancelled without notice to the applicant;
    - 12.00pm-4.30pm, the room will be closed for both afternoon session (2.00pm – 6.00pm) and evening session (6.00pm – 10.00pm) and the booking will be cancelled without notice to the applicant.
  - d) is lowered or cancelled:
    - between 8.00am-12.00pm, the room will be closed for the morning session (8.00am-2.00pm) and the booking will be cancelled without notice to the applicant;
    - after 12.00pm, the room will be closed for both afternoon session (2.00pm-6.00pm) and evening session (6.00pm-10.00pm) and the booking will be cancelled without notice to the applicant.
26. When Black Rainstorm Warning Signal
  - a) is in force within 2 hours before the commencement of a booking, the booking will be cancelled and the booking fees paid will be refunded to the applicant without interest or compensation.
  - b) is issued when the event in the room is in progress, the event could still be continued, but the participants are advised to stay inside the room for their own safety while the warning is still in force, and even when the function is over if deemed necessary.

#### **RESPONSIBILITIES**

1. Users/Organisers are held responsible for the activities conducted in the room.
2. Department/Office/Staff Organisation/ PolyU authorised student organisations shall observe this regulations and exercise due control in the booking and using of the room. Penalty would be imposed and charged to responsible Department/Office and Staff Organisations/ PolyU authorised student organisations /Student if found violation of University Policy or these regulations.

#### **CONSEQUENCES**

1. SAO reserves the right to cancel, interrupt or to terminate the use of the room if the regulations stated above are deemed to be violated.
2. Users/Organisers/Student organisations are held responsible for the activities conducted in the room. 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.

**PERSONAL INFORMATION COLLECTION STATEMENT**

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

For further enquiries, please feel free to contact SAO Reception at Room QT308, 3/F (Entrance at Core T) Tel.: 2766 6800	In case of emergency, please seek help from the Hung Hom Bay Helpdesk for assistance. Location: LG/F, Hung Hom Bay Campus Tel.: 3400 2450
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