

Regulations of Amenities Centre & Activity Rooms in Block Z

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. Venues under the management of Student Affairs Office (SAO) are open for booking 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 rooms 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(s) is/are used only for the purpose as stated in the online facilities booking system / 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.
6. Bookings for extra-curricular activities for PolyU students enjoy higher priority in general circumstances.

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 venue (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 any venues & facilities allocated to them.
6. Users/Organisers must not receive rental from other parties for use of the venues & facilities.
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. Eating and drinking is not allowed.
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 booked venues.
13. Users/Organisers must keep the rooms 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 booked rooms to their original state and remove all properties brought in. All users/Organisers MUST clear up the venue, turn off the light, computer & AV facilities as appropriate, remove all your items and close the door after the use of venue. 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 venue during the whole activity so as to ensure all users comply with regulations.
17. All exhibition/display materials should be arranged by Users/ Organisers (including setup or removal of display panels). All display materials should be in English or bilingual.
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. The room(s), if reserved by an individual student but not by a student organisation, should not be used for mass group activity(ies).
22. Users/Organizers should ensure that the room(s) is/are used as form/nature indicated in the booking forms.

(About Bookings & Use of Venues)

23. All users should leave the rooms at the end of the booking time. And, unless otherwise confirmed, all users should leave Amenities Centre before 10.00pm (Monday – Friday) or 6.00pm (Saturday).
24. Request for cancellation of booking should reach SAO at least 2 working days prior to the booking period.
25. Organisers should be punctual to access the booked venue. SAO reserves the right to cancel bookings for late access of 15 minutes or more.
26. Users & Organisers should leave the Amenities Centre/Activity Rooms in Block Z as soon as possible when typhoon signal number 8 or above is hoisted.
27. Number of users in the rooms at any single one time should be within the maximum capacity allowed in the rooms.

RESPONSIBILITIES

1. Users/Organisers are held responsible for the activities conducted in the venues.
2. Department/Office/Staff Organisation/ PolyU authorised student organisations shall observe this Guideline and exercise due control in the booking and using of venue(s) booked. 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. 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.
2. SAO reserves the right to cancel, interrupt or to terminate the use of the room(s) if the regulations stated above are deemed to be violated.
3. 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.

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/>.

<p>For further enquiries, please feel free to contact SAO Reception at Room QT308, 3/F (Entrance at Core T) Tel.: 2766 6800</p>	<p>In case of emergency, please seek help from the Security Centre. Location: Room P111, 1/F, Core P Tel.: 2766 7666 / 2766 7999</p>
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