Wofoo Foundation Gallery – Use and Booking Policy

Features

- Can house an audience of up to 100 people.
- Fully equipped to support presentations, public speaking events and exhibitions.
- Equipment includes a projector, a 100" Screen, and track system with track lights for hanging displays.
- Flexible furniture (6 benches and 4 sets of sofas and coffee tables) for different venue setup.

Purpose of the Wofoo Foundation Gallery

- To provide a venue for Colleges and Schools to share their teaching and student learning experience with the University community in the form of exhibitions, seminars and ceremonies.
- To promote inter-disciplinary activities to widen students’ horizons and to support the whole person development philosophy of the University.

 Eligible Users

- All departments and units in the University are eligible to book and use the venue.

Rules and Regulations

1. All applicants need to apply directly to the library administration by email at lb@cityu.edu.hk at least three months in advance of the event date. The following information is required when submitting the application:
   - Name of event
   - Date/time period
   - Nature of event
   - Organizer(s)
   - Contact person and contacts
2. Users will be notified of the result within 5 working days by email / by phone.
3. Equipment and furniture are NOT included as part of the venue for booking. A separate request has to be made.
4. If booking details need to be changed or if the booking has to be cancelled, the applicant/organizer must contact the Library as soon as possible by phone at 3442-6584 or by email at lb@cityu.edu.hk.
5. No food or beverages are allowed in the venue unless with special approval. Conduct of Users has to be observed. Please refer to Library’s rules and regulations available at: http://www.cityu.edu.hk/lib/about/libreg/regulat.htm#conduct
6. The Library has the final say on how to allocate the venue. Applicants should refer to the Important Notes to Users available at the following URL: http://www.cityu.edu.hk/lib/about/facility/ha/index.htm#notes

Remarks

- The Library's events take priority over all other bookings.
- During revision and examination periods, the Library reserves the right to convert the Gallery into a temporary study area.