

## Multi-purpose Lobby – 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 Multi-purpose Lobby

- 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](mailto: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](mailto: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 Lobby into a temporary study area.