

Mini Theatre – Use and Booking Policy

Features

- Can house an audience of up to 15.
- Fully equipped for film and music appreciation activities.
- Equipment includes a DVD/Blu-ray player, a VHS player, a 5.1 audio system, a projector and a screen. (media formats supported: DVD, Audio CD, VHS)

Purpose of the Mini Theatre

- To provide a venue for organizing film and music appreciation activities to support teaching and learning, and to nurture the students' interests in various art genres.
- To provide the chance for students to appreciate art and music using the Library's resources.

Eligible Users

- All teaching staff members are eligible to book and use the Mini Theatre, but it must be strictly for academic use only.

Booking Rules and Regulations

1. Bookings should be made [online](#) via the Mini Theatre Booking Request Form at least **10 working days** in advance of the required date.
2. ONLY the media resources borrowed from the Library are allowed to be used in the Mini Theatre. (If non-Library materials are to be used, special permission must be obtained from the Library in advance.)
3. The **number of users** in the Mini Theatre should be **10 or above** during the booked session. Users are restricted to CityU community members only.
4. The Mini Theatre will only be available for use from **9:00 am to 5:00 pm during the weekdays** (excluding public holidays).
5. Each teaching staff member can book a maximum of **3 consecutive hours per day** unless special arrangement has been made with the Library.
6. Bookings are only accepted up to 10 working days in advance of the required date.
7. The result of booking requests will be returned within 5 working days via email / phone.
8. If booking details need to be changed (such as time or date and number of participants) or if the booking has to be cancelled, please contact the Library as soon as possible by phone at 3442-7069 (Mon-Fri: 8:30am-5:00pm) or by email at lbmrit@cityu.edu.hk.
9. A booking should be claimed by the requester or a designated representative (e.g. teaching assistant of the course) in person.
10. Conduct of Users has to be observed. Please refer to: <http://www.cityu.edu.hk/lib/about/facility/mt/index.htm#conduct>
11. The Library has the final say on the allocation of venue bookings. Applicants should refer to the Important Notes to Users available at the following URL: <http://www.cityu.edu.hk/lib/about/facility/mt/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 temporarily stop the booking arrangement and open the Mini Theatre for walk-in users to appreciate relaxing music that the Library prepares for them.