WORKSHOP ON PROJECT MANAGEMENT 2017

USE OF CAMPUS FACILITIES FOR STUDENT ACTIVITIES

FRENNIE IP
SERVICE COUNTER @ FLOW CENTRE

Location: G200, G/F, Li Dak Sum Yip Yio Ching Academic Bldg

Opening Hours:

<table>
<thead>
<tr>
<th></th>
<th>Monday to Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00-20:00</td>
<td>10:00-15:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed on Sundays &amp; Public Holidays</td>
</tr>
</tbody>
</table>

For collection & return of items:

<table>
<thead>
<tr>
<th></th>
<th>Monday to Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:30 to 19:00</td>
<td>10:30 to 14:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed on Sundays &amp; Public Holidays</td>
</tr>
</tbody>
</table>

Enquiries: 3442 5584

Email:

- Room Booking: sormbook@cityu.edu.hk
- Lockers: solocker@cityu.edu.hk
SERVICE CENTRE @ SDS GENERAL OFFICE

Location: 6/F, Amenities Building

Opening Hours:

<table>
<thead>
<tr>
<th>Monday to Friday</th>
<th>08:45 - 13:00, 14:00 - 17:30</th>
</tr>
</thead>
</table>

Closed on Saturdays, Sundays & Public Holidays

Enquiries: 3442 8090

Email: sds@cityu.edu.hk
5/F, Amenities Building

Mul E

Mul D

Canteen
FLOW CENTRE

Theme Room:
- G302 Soul Talk
- G304 Service Learning
- G313 Planet

MUSIC ROOM 2
- G315
- G314
- G313
- G307
- G304
- G302

STUDENT CONSULTATION CENTRE

PLANET

SERVICE LEARNING

SOUL TALK

STUDENT CONSULTATION CENTRE

FLOW CENTRE

G412
STUDIO 2

G408
STUDIO 1

G404

MULTI-CULTURAL CENTRE

G400

FLOOR PLAN

Li Dak Sum Yip Yio Chin Academic Building
TYPE OF VENUES

I. Venues for Student Societies & University Activities
II. Venues for All Students
III. Theme Rooms at the Flow Centre
## General Information of Student Activity Venues and Facilities Managed by SDS

### Venues for Student Societies & University Activities

<table>
<thead>
<tr>
<th>Location</th>
<th>Venue</th>
<th>Room No.</th>
<th>Function</th>
<th>Capacity (approximate)</th>
<th>Size (M²)</th>
<th>Opening Hours</th>
<th>Facilities and Equipment provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/F, Amen Bldg</td>
<td>James Liu Multi-Purpose Room A</td>
<td>R4052A</td>
<td>Holding functions, events and mass activities (*1)</td>
<td>80-100</td>
<td>162</td>
<td>Online booking (for Student Society) (*2)</td>
<td>Chair X</td>
</tr>
<tr>
<td></td>
<td>James Liu Multi-Purpose Room B</td>
<td>R4052B</td>
<td></td>
<td>120</td>
<td>225</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>James Liu Multi-Purpose Room C</td>
<td>R4052C</td>
<td></td>
<td>80-100</td>
<td>171</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5/F, Amen Bldg</td>
<td>Multi-Purpose Room D</td>
<td>R5004</td>
<td>Practise of dancing and Art performance, or holding events and activities</td>
<td>60-80</td>
<td>135</td>
<td>09:00-22:30</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room E</td>
<td>R5000</td>
<td>Holding events and activities</td>
<td>30-40</td>
<td>59</td>
<td>PVC Chair X10 Foldable table X 3</td>
<td>Others</td>
</tr>
<tr>
<td>6/F, Li Dak Sum Yip Yio Chin Academic Bldg</td>
<td>Multi-Purpose Room F</td>
<td>6606</td>
<td>Holding functions, events, mass activities and workshop (*1)</td>
<td>80</td>
<td>162</td>
<td>X</td>
<td>PVC Chair X10 Foldable table X 3</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room G</td>
<td>6605</td>
<td></td>
<td>60</td>
<td>155</td>
<td>PVC Chair X10 Foldable table X 3</td>
<td>Others</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room H</td>
<td>6603</td>
<td></td>
<td>60</td>
<td>154</td>
<td>PVC Chair X10 Open by request (*)</td>
<td>Others</td>
</tr>
<tr>
<td></td>
<td>Studio 1</td>
<td>G408</td>
<td>Practice of dancing and Art performance (*1)</td>
<td>30</td>
<td>108</td>
<td>PVC Chair X10 Open by request (*)</td>
<td>Others</td>
</tr>
<tr>
<td></td>
<td>Studio 2</td>
<td>G412</td>
<td></td>
<td>30</td>
<td>107</td>
<td>PVC Chair X10 Open by request (*)</td>
<td>Others</td>
</tr>
</tbody>
</table>

### Venue for All Students

<table>
<thead>
<tr>
<th>Location</th>
<th>Venue</th>
<th>Room No.</th>
<th>Function</th>
<th>Capacity (approximate)</th>
<th>Size (M²)</th>
<th>Opening Hours</th>
<th>Facilities and Equipment provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/F, Amen Bldg</td>
<td>Band Room</td>
<td>R4210</td>
<td>Practice of musical instruments</td>
<td>8</td>
<td>21</td>
<td>09:00-21:30</td>
<td>High Stool Chair X 3, Drum set, music stand, guitar amplifier</td>
</tr>
<tr>
<td>Flow Centre, G/F @ Li Dak Sum Yip Yio Chin Academic Bldg</td>
<td>Music Room 1</td>
<td>G204</td>
<td>Practice of musical instruments</td>
<td>9</td>
<td>11</td>
<td>PVC Chair X3</td>
<td>Piano</td>
</tr>
<tr>
<td></td>
<td>Music Room 2</td>
<td>G315</td>
<td>Musical performance or practice of musical instruments</td>
<td>20</td>
<td>37</td>
<td>PVC Chair X10 Foldable table X 3</td>
<td>Piano</td>
</tr>
<tr>
<td></td>
<td>Music Station</td>
<td>G307</td>
<td></td>
<td>40</td>
<td>129</td>
<td>PVC Chair X40 Foldable table X 4</td>
<td>Piano &amp; Keyboard, LCD projector and screen, speaker, Handheld Mic and PA system (HDMI, Audio, VGA)</td>
</tr>
</tbody>
</table>

### Theme Rooms @ Flow Centre (G/F, Li Dak Sum Yip Yio Chin Academic Bldg)

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Venue</th>
<th>Theme / Target Activities</th>
<th>Capacity (approximate)</th>
<th>Size (M²)</th>
<th>Opening Hours</th>
<th>Facilities and Equipment provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>G302</td>
<td>Soul Talk</td>
<td>Personal Growth &amp; Spiritual Development</td>
<td>40</td>
<td>69</td>
<td>09:00-21:30</td>
<td>PVC Chair X40 round table X 10, Speaker, Handheld Mic, LCD Projector and Screen, Audio, VGA</td>
</tr>
<tr>
<td>G304</td>
<td>Service Learning</td>
<td>Community Service</td>
<td>30</td>
<td>58</td>
<td>PVC Chair X40 round table X 10, Speaker, Handheld Mic, LCD Projector and Screen, Audio, VGA</td>
<td>Others</td>
</tr>
<tr>
<td>G313</td>
<td>Planet</td>
<td>Intellectual Development</td>
<td>20</td>
<td>36</td>
<td>PVC Chair X40 round table X 7, Speaker, Handheld Mic, LCD Projector and Screen, Audio, VGA</td>
<td>Others</td>
</tr>
</tbody>
</table>

### Quiet Room @ 4/F, Amen Bldg (Non-bookable)

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>R4205</td>
<td>For reflection and praying only</td>
</tr>
</tbody>
</table>

### Multi-cultural Centre @ Flow Centre (Non- Bookable)

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>R4205</td>
<td>Communal area for performing multi-cultural activities</td>
</tr>
</tbody>
</table>

### Remarks:
1. Partitions separating rooms could be opened on request. Class & Conference are not preferred.
2. Extra Furniture & Equipment booking:
   For Student Society, please make online booking through CityU Portal → SDS Student Activity Booking System.
   For Department, please contact SDS.
3. Please contact 9445 2584 for the use of piano and AV system at MFR ABC D E.

I. VENUES FOR STUDENT SOCIETIES & UNIVERSITY ACTIVITIES

<table>
<thead>
<tr>
<th>Amenities</th>
<th>Venue</th>
<th>Capacity (approximate)</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4/F</strong></td>
<td>Multi-Purpose Room A</td>
<td>80-100</td>
<td>09:00 - 22:50 (Daily)</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room B</td>
<td>120-150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room C</td>
<td>80-100</td>
<td></td>
</tr>
<tr>
<td><strong>5/F</strong></td>
<td>Multi-Purpose Room D</td>
<td>60-80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room E</td>
<td>30-40</td>
<td></td>
</tr>
<tr>
<td>Li Dak Sum Yip</td>
<td>Studio 1</td>
<td>30</td>
<td>09:00 - 22:50 (Daily)</td>
</tr>
<tr>
<td>Yio Chin</td>
<td>Studio 2</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Academic Bldg</td>
<td>Multi-Purpose Room F</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room G</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room H</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>
I. VENUES FOR STUDENT SOCIETIES & UNIVERSITY ACTIVITIES

Eligible Users
- Registered student societies
- CityU staff (University functions)

Booking
- Venue and Classroom Booking System (Portal)
  (CityU Portal → Student--> For Student Societies Only → Venue & Classroom Booking)
- 3 months in advance
- No on-the-day booking

Check in at Flow Centre Service Counter within

15 minutes, otherwise, count as ‘no show’
### My Teaching & Learning Questionnaires (TLQ)

No questionnaire for you at this moment.

### My Learning

- Academic Honesty
- Learning & Study Strategies Inventory (LASSI)
- Online Student Guide for OBTL
- Peer-Assisted Learning Scheme (Supplemental Instruction model) (PALSI)
- Self-regulation Skill with LASSI

### Research

- Applied Research Gallery
- Directory of Research & Professional Expertise
- Knowledge Transfer Office
- Research Centres
- Research Grants & Contracts Office

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Venue and Classroom Booking - Room Search

Conditions of Venue Booking

Users must read the "Guidelines for Booking and Regulations Governing the Use of Venues" and "Regulations for the use of Student Activity Venues". Highlighted notes as below:

- all venues are reserved for the University's activities only and are not transferable;
- users must either be the organizer, co-organizer or sponsor of the event booked using the venue and their names should appear on all promotional materials; and
- venue usage shall not involve any commercial, political, profit-related and/or personal activities

Declaration: I have read and agreed to observe the "Guidelines for Booking and Regulations Governing the Use of Venues" and Regulations for the use of Student Activity Venues stipulated in the web link given above.

Proceed to Booking Menu
## Venue and Classroom Booking - Room Search

### Room Search

<table>
<thead>
<tr>
<th>Use Date:</th>
<th>(DD/MM/YYYY) [Calendar] -- either input a date or select from calendar.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Period:</td>
<td>▼ to ▼</td>
</tr>
<tr>
<td>Building:</td>
<td>All</td>
</tr>
<tr>
<td>Room Number:</td>
<td></td>
</tr>
<tr>
<td>Minimum Capacity</td>
<td>(Leave blank for all rooms of any capacity)</td>
</tr>
<tr>
<td>Room Type:</td>
<td>All</td>
</tr>
</tbody>
</table>

Notes:
Enquiries regarding booking of classrooms, lecture theatres, video labs and common areas, please contact CDFO Help Desk at 3442-3633 or fmmbook@cityu.edu.hk.

Users must check with the facilities and equipment provided in rooms before booking appropriate venues. The updated information of venues are available at Student Activity Venues or contact SDS at sormbook@cityu.edu.hk.

[Go]  [Reset]
## II. Venues for All Students

<table>
<thead>
<tr>
<th>Amenities Building</th>
<th>Venue</th>
<th>Capacity (approximate)</th>
<th>Size (m²)</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/F</td>
<td>Band Room</td>
<td>8</td>
<td>21</td>
<td>09:00-21:00 (Mon- Sat; Closed on Public Holidays)</td>
</tr>
<tr>
<td>Li Dak Sum</td>
<td>Music Room 1</td>
<td>9</td>
<td>11</td>
<td>09:00-21:00 (Mon- Sat; Closed on Public Holidays)</td>
</tr>
<tr>
<td></td>
<td>Music Room 2</td>
<td>30</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music Station</td>
<td>50</td>
<td>129</td>
<td></td>
</tr>
</tbody>
</table>
II. VENUES FOR ALL STUDENTS

Eligible Users
- All CityU students

Booking
- SDS Student Activity Venue Booking (Portal)
  (CityU Portal → SDS Student Activity Venue Booking System)

The quota of reserving time slots for each user is 4 hours per 3 days and the annual reservation allotment of 450 hours.
II. VENUES FOR ALL STUDENTS

- Users must show up within the first 15 minutes of the reserved period. Otherwise, the reservation will become null and void automatically.

- Standby arrangement:
  - Only Music rooms and Music Station will be released and walk-in users are eligible to use the venue on first-come-first-served basis by reporting at the Flow Centre during the first 15 to 30 minutes.

- Only music related activities shall be carried out in Music Rooms, Music Station and Band Room

- No games, dancing & eating in the rooms, blacklist will be conducted immediately

- Permission required for conducting courses or other functions
### SDS Student Activity Venue Booking System

**Account:** pikyyip - Personal (450)  
**Date:** 17 Feb 2017 (Fri)  
**Type:** Band Room  
**Number:** 201 - 201

<table>
<thead>
<tr>
<th>Time</th>
<th>09:00</th>
<th>10:00</th>
<th>11:00</th>
<th>12:00</th>
<th>13:00</th>
<th>14:00</th>
<th>15:00</th>
<th>16:00</th>
<th>17:00</th>
<th>18:00</th>
<th>19:00</th>
<th>20:00</th>
<th>21:00</th>
<th>22:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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### III. THEME ROOMS AT FLOW CENTRE

<table>
<thead>
<tr>
<th>Li Dak Sum Yip Yio Chin Academic Bldg</th>
<th>Room</th>
<th>Venue</th>
<th>Theme / Target Activities</th>
<th>Capacity (approximate)</th>
<th>Size (m²)</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/F</td>
<td>G302</td>
<td>Soul Talk</td>
<td>Personal Growth &amp; Spiritual Development</td>
<td>60</td>
<td>69</td>
<td>09:00-21:00 (Mon- Sat; Closed on Public Holidays)</td>
</tr>
<tr>
<td>G/F</td>
<td>G304</td>
<td>Service Learning</td>
<td>Community Service</td>
<td>40</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>G313</td>
<td></td>
<td>Planet</td>
<td>Intellectual Development</td>
<td>20</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>
III. THEME ROOMS AT FLOW CENTRE

Eligible Users

- Registered student societies or Groups

Booking

- Submit application form (Download from SDS Website) to Service Counter of SDS (6/F, Amen Build) or Service Counter of Flow Centre (G/F, Li Dak Sum Yip Yio Chin Academic Build)
- Activities that align with the theme of respective venues
- 1 month in advance
- SDS staff will approve the use of room based on the theme of activities. Confirmation Email will be sent to responsible person.

Check in at Flow Centre Service Counter by using Student ID card and the email confirmation
Application for Use of Theme Room at Flow Centre

Section I  Particulars of Applicant

Name: ____________________________   Student No: ____________________________

Student Society/Association: __________   Post: ____________________________

Tel: ____________________________   Email: ____________________________

Section II  Details of Event (please attach a proposal of the event)

Booking of Theme Room (please tick the box as appropriate):

☐ G302 – Soul Talk
☐ G304 – Service Learning
☐ G313 – Planet

Date(s): ____________________________

Time (Setup and reinstatement time shall be included): ____________________________

Event Title: ____________________________

Purpose / Content of the event (please state how the above event matches with the theme of room to be booked):

________________________________________________________

Estimated Number of Participants:

Section III  Undertaking by the Applicant

I have read and agree to observe the Rules for the use of Theme Rooms at Flow Centre and Regulations for the use of Student Activity Venues. I understand that Student Development Services (SDS) reserves the right to stop the event for failing to comply with the aforesaid Rules and Regulations.

Signature of Applicant: ____________________________   Date: ____________________________

Endorsed by President of Student Society (with Society’s Stamp, if applicable): ____________________________   Date: ____________________________

For Office Use Only

The application is approved / not approved.

Remarks: ____________________________

Handled by: ____________________________   Signature: ____________________________   Date: ____________________________

http://www.cityu.edu.hk/sds/web/download.shtml
IMPORTANT NOTE OF BOOKING VENUE

- No commercial value, Profit-related nature and Personal Use

- Proposal is required for involving:
  - Fund-raising
  - Selling tickets to outsiders
APPLICATION FOR STAYING OVERNIGHT

- Only for SDS Multi-purpose rooms
- Student societies who have been withdrawn from the privilege of reserving both venues and equipment of SDS will **NOT** be allowed to stay overnight.
- Please submit the form **before** the date of staying overnight (afternoon of previous working day)
- Procedure:
  - submit to SDS 6/F Counter for approval during the office hours from Mondays to Fridays → endorsed by SDS Staff → collect the endorsed form and submit to Security Counter (Room R4051, 4/F, Amenities Building)
EQUIPMENT & FURNITURE
Eligible Users

- Registered student societies

Booking

- SDS Student Activity Equipment Booking (Portal)
- 2 months in advance
- Before online booking, users must check with the items provided in the rooms through General Information of Student Activity Venues and Facilities Managed by SDS
### General Information of Student Activity Venues and Facilities Managed by SDS

#### Venues for Student Societies & University Activities

<table>
<thead>
<tr>
<th>Location</th>
<th>Venue</th>
<th>Room No.</th>
<th>Function</th>
<th>Capacity (approximate)</th>
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<th>Opening Hours</th>
<th>Facilities and Equipment provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/F, Amen Bldg</td>
<td>James Liu Multi-Purpose Room A</td>
<td>R4052A</td>
<td>Holding &amp; functions activities (*1)</td>
<td>80-100</td>
<td>162</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>James Liu Multi-Purpose Room B</td>
<td>R4052B</td>
<td></td>
<td>120-150</td>
<td>225</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>James Liu Multi-Purpose Room C</td>
<td>R4052C</td>
<td></td>
<td>80-100</td>
<td>171</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>S/F, Amen Bldg</td>
<td>Multi-Purpose Room D</td>
<td>R5004</td>
<td>Practice of dancing and Art performance</td>
<td>60-80</td>
<td>135</td>
<td>09:00-22:30 (Daily)</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room E</td>
<td>R5000</td>
<td>Holding events and activities</td>
<td>30-40</td>
<td>59</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6/F, Li Dak Sum Yip Yio Chin Academic Bldg</td>
<td>Multi-Purpose Room F</td>
<td>6606</td>
<td>Holding &amp; functions, events, Mass activities &amp; workshop (*1)</td>
<td>80</td>
<td>162</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room G</td>
<td>6605</td>
<td></td>
<td>60</td>
<td>155</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room H</td>
<td>6603</td>
<td></td>
<td>60</td>
<td>154</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Studio 1</td>
<td>G408</td>
<td>Practice of dancing and Art performance</td>
<td>30</td>
<td>108</td>
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<td>Studio 2</td>
<td>G412</td>
<td></td>
<td>30</td>
<td>107</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

#### Venue for All Students

<table>
<thead>
<tr>
<th>Location</th>
<th>Venue</th>
<th>Room No.</th>
<th>Function</th>
<th>Capacity (approximate)</th>
<th>Size (M²)</th>
<th>Opening Hours</th>
<th>Facilities and Equipment provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/F, Amen Bldg</td>
<td>Band Room</td>
<td>R4210</td>
<td>Practice of musical instruments</td>
<td>8</td>
<td>21</td>
<td>09:00-21:30</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Music Room 1</td>
<td>G204</td>
<td>Practice of musical instruments</td>
<td>9</td>
<td>11</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Music Room 2</td>
<td>G315</td>
<td>Musical performance or practice of musical instruments</td>
<td>20</td>
<td>37</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Music Station</td>
<td>G307</td>
<td></td>
<td>40</td>
<td>129</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

#### Theme Rooms @ Flow Centre (G/F, Li Dak Sum Yip Yio Chin Academic Bldg)

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Venue</th>
<th>Theme / Target Activities</th>
<th>Capacity (approximate)</th>
<th>Size (M²)</th>
<th>Opening Hours</th>
<th>Facilities and Equipment provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>G302</td>
<td>Soul Talk</td>
<td>Personal Growth &amp; Spiritual Development</td>
<td>40</td>
<td>69</td>
<td>09:00-21:00</td>
<td>X</td>
</tr>
<tr>
<td>G304</td>
<td>Service Learning</td>
<td>Community Service</td>
<td>30</td>
<td>58</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>G313</td>
<td>Planet</td>
<td>Intellectual Development</td>
<td>20</td>
<td>36</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

#### Quiet Room @ 4/F, Amen Bldg (Non-bookable)

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Function</th>
<th>Multi-cultural Centre @ Flow Centre (Non-Bookable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R4205</td>
<td>For reflection and praying only</td>
<td>Function</td>
</tr>
</tbody>
</table>

**Remarks:**
1. Partitions separating rooms could be opened upon request. Class & Conference are not preferred.
2. Extra Furniture & Equipment booking.
3. Please contact SDS for booking through CityU Portal -> SDS Students Activity Equipment Bookings.
4. Please contact SDS for details.

---

http://www.cityu.edu.hk/sds/web/facilities_venues.shtml
Regulations governing the Use of Equipment & Furniture

1. Eligible Users

Registered student societies of the City University of Hong Kong may borrow equipment and furniture provided by SDS for organizing student activities. Staff borrowing equipment and furniture for organizing university functions will be subject to SDS’s approval.

2. Booking

Prior booking should be made through the SDS Student Activity Equipment Booking on CityU e-portal.

3. Use of Equipment & Furniture

I. Collection and return of items should be made at the Service Counter of Flow Centre (G200, G/F, Academic 2).

II. The available time for collection and return of items is from 10:30 to 19:00 (Monday to Friday) and from
Equipment :: Booking Equipment

After select booking period, please input the required details and then click on 'Select Equipment' to proceed.

Society: 

Booking Period:  
From:  
To:  

User ID: 

Activity: "Activity" must be filled

Contact (Phone Number & Name): "Contact By" must be filled

Select Equipment

Equipment List: [Goto equipment booked]

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Booking Quantity</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select date to get equipment list

Equipment Booked [Goto equipment list]

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No equipment is added</td>
</tr>
</tbody>
</table>
COLLECTION OF EQUIPMENT

- Bring your Booking Slip & Student ID card to Service Counter of Flow Centre (G200, G/F, Li Dak Sum Yip Yio Chin Academic Bldg)

- Opening Hours for collection & return of items:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>10:30 to 19:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:30 to 14:00</td>
</tr>
<tr>
<td></td>
<td>Close on Sundays &amp; Public Holidays</td>
</tr>
</tbody>
</table>

- All items altogether
- Arrange transportation
- Not for off-campus
SAMPLE – BOOKING SLIP

BOOKING NO.: 608
USER ID: 
SOCIETY ID: Aquatic Club
ACTIVITY: activity
CONTACT BY: 
TELEPHONE CODE/NO.:  
MAILBOX/LOCKER: 

ITEM# | DESCRIPTION | QTY.
--- | --- | ---
E7 | PA system & mic | 2
F2 | Foldable table (24”x71”) | 2
F4 | PVC chair | 25

RECEIVED BY: (ID# ) RETURN BY: (ID# )
SDS STAFF: 
REMARKS: 
DATE: 

1. DISTRIBUTION: ORIGINAL - SDS, COPY - APPLICANT.
2. USER MUST PRESENT THIS BOOKING FORM WHEN USING THE VENUE OR EQUIPMENT.
3. COLLECTION AND RETURN OF ITEMS SHOULD BE MADE AT THE SERVICE COUNTER OF FLOW CENTRE (G200, G/F, AC2)
4. TIME FOR CHECK-IN AND CHECK-OUT IS MONDAY TO SATURDAY 9:00-20:30.
5. NO DELIVERY SERVICES WILL BE PROVIDED.
6. PLEASE ENSURE ALL ITEMS ARE CLEAN AND UNDAMAGED. USERS ARE RESPONSIBLE FOR ANY DAMAGE OR LOSS OF THE ITEMS.
7. USERS WILL BE BLACKLISTED IF THEY RETURN THE ITEMS LATE. SDS MAY IMPOSE A SANCTION AGAINST ANY FUTURE EQUIPMENT LOAN APPLICATION SUBMITTED BY RESPECTIVE SOCIETY.
8. FOR ENQUIRY, PLEASE CONTACT FLOW CENTRE AT 3442 5584

FOR USERS OF MULTI-PURPOSE ROOM F/G/H, PLEASE NOTE THE FOLLOWINGS:
1. RESERVATION PERIOD SHOULD INCLUDE THE TIME FOR SET-UP AND RE-SET THE VENUE
2. MAXIMUM OF 40 CHAIRS AND 10 TABLES WILL BE PROVIDED FOR USER OF EACH ROOM. PLEASE GO TO THE SERVICE COUNTER AT G200, G/F, AC2 TO FILL OUT A TEMPORARY LOAN FORM IF TABLES AND CHAIRS ARE REQUIRED.
3. PLEASE NOTE THAT NO MOVING SERVICE WILL BE PROVIDED. USERS ARE REQUIRED TO ARRANGE MOVING OF FURNITURE BY THEMSELVES AND RE-SET THE VENUE AFTER USE. IF THE EVENT ENDS AFTER THE SERVICE HOUR OF THE SERVICE COUNTER, USERS ARE REQUIRED TO RE-SET THE VENUE ON THE FOLLOWING WORKING DAY (TIME FOR RE-SET VENUE SHOULD BE RESERVED BY THE USERS).
4. FOR RESERVATIONS ON SUNDAY OR PUBLIC HOLIDAYS, USERS ARE REQUIRED TO INFORM OUR SERVICE COUNTER ONE DAY BEFORE THE EVENT DATE FOR ARRANGING SET-UP IF FURNITURE WILL BE REQUIRED (TIME FOR SET-UP SHOULD BE RESERVED BY THE USERS).
BLACKLISTING POLICY
BLACKLISTING POLICY

Cancellation
- At least 5 hours before
- Means:
  - Online booking systems
  - Email: sormbook@cityu.edu.hk

Venues
- “No-Show” counted when after 15 minutes
- “No-show” x 3 times: Blacklist for 1 month

Equipment
- Damage, loss or overdue item(s)
- Blacklist 1 more month after return of item(s)
Venue & Equipment Blacklisting Policy

Venue Booking

Equipment Booking

‘No Show’ x 3 times

Damage, loss or overdue loan items

Withdrawn from the privilege of reserving both venues and equipment

For 1 month or above

Till the items are returned...

Withdrawn from the privilege of reserving both venues and equipment for 1 month

For more details, please refer to http://www.cityu.edu.hk/sds/web/facilities_venues.shtml

Update: Feb 2017
INAPPROPRIATE USE OF ROOMS
STUDENTS’ UNION (SU) SOCIETY OFFICE:
SAFETY COORDINATORS
- President of each society will be the designated Safety Coordinator of their societies.
- Act as the liaison person on behalf of their society regarding the matters of safety and hygiene in the 6/F or 7/F society offices.
- Undertaking email will be sent to all societies soon.
THANK YOU!