



## **Rules for the use of Theme Rooms at Flow Centre**

### 1. Eligible Users

Registered student societies or groups of City University of Hong Kong are eligible to reserve Theme Rooms at the Flow Centre in Li Dak Sum Yip Yio Chin Academic Building for organizing student activities that align with the theme of respective venues.

### 2. Opening Hours

The opening hours (for walk-in use) are from Monday to Saturday, 09:00 to 21:00. The venues will be closed on Public Holidays.

### 3. Theme / Target Activities

The following theme rooms are established to promote special target activities initiated by and / or for students of City University of Hong Kong.

Room No.	Venue	Theme / Target Activities
G302	Soul Talk	Personal Growth & Spiritual Development
G304	Service Learning	Community Service

### 4. Booking

- Prior booking shall be made in writing. The completed application form with all necessary details and information shall be submitted to the Service Counter of Flow Centre (G/F, Li Dak Sum Yip Yio Chin Academic Building) for processing at least seven working days prior to the schedule event. Late applications will not be considered.
- Booking for activities not related to the above **any** themes will not be considered. Booking by external organization will not be entertained.
- Users can reserve the venues up to one month in advance.
- All available time slots will be reserved on first-come-first-served basis.
- All sessions are available on hourly interval and start on the hour, e.g. 09:00, 19:00. Time for setting up and dismantling work of the venue shall be included in the reservation period.
- Email confirmation will be sent to successful applicants.
- Users must show up within the first 15 minutes of the reserved period. Otherwise, the reservation will become null and void automatically. The venue will be released and the user will not be able to reclaim the reserved timeslot.

### 5. Use of Theme Rooms

- Users shall check in with their student I.D. cards. For safety, please keep the email confirmation while using Theme Rooms.
- Transferal of reservation among students, societies or to outsiders is not allowed.
- Users shall not bring along any outsiders without prior permission.
- Users shall not leave the room unattended at anytime during the reserved period.
- The use of theme rooms shall be consistent with academic ambience, compliant with safety and security requirements, and primarily for organization of the target activities without causing offence to members of CityU.
- Any damage to or malfunction of equipment, furniture or fixtures in the rooms shall be reported to SDS at once. In case of misuse or negligence, users will be held responsible for the total cost incurred for repair or replacement.
- Refreshment or drinks is not allowed in the room except special approval in advance.

### 6. Cancellation of booking

If a booking is no longer required, user must cancel the booking by notifying SDS through email (sormbook@cityu.edu.hk). Cancellation must be submitted at least 5 hours before the scheduled event.

### 7. Users shall also comply with the Regulations for the use of Student Activity Venues.



**Application for Use of Theme Room at Flow Centre**

*(Remarks: Completed application shall be submitted to Service Counter of Flow Centre (G/F, Li Dak Sum Yip Yio Chin Academic Building) for processing at least 7 working days prior to the event.)*

**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  the box as appropriate):

G302 – Soul Talk       G304 – Service Learning

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: \_\_\_\_\_