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.

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Venue</th>
<th>Theme / Target Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>G302</td>
<td>Soul Talk</td>
<td>Personal Growth &amp; Spiritual Development</td>
</tr>
<tr>
<td>G304</td>
<td>Service Learning</td>
<td>Community Service</td>
</tr>
<tr>
<td>G313</td>
<td>Planet</td>
<td>Intellectual Development</td>
</tr>
</tbody>
</table>

4. Booking
a. 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) or email to sormbook@cityu.edu.hk for processing at least 7 working days prior to the schedule event. Late applications will not be considered.
b. Booking for activities not related to the above themes will not be considered. Booking by external organization will not be entertained.
c. Users can reserve the venues up to 2 weeks in advance.
d. All available time slots will be reserved on first-come-first-served basis.
e. 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.
f. Email confirmation will be sent to successful applicants.
g. 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
a. Users shall check in with their student I.D. cards. For safety, please keep the email confirmation while using Theme Rooms.
b. Transferal of reservation among students, societies or to outsiders is not allowed.
c. Users shall not bring along any outsiders without prior permission.
d. Users shall not leave the room unattended at anytime during the reserved period.
e. 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.
f. 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.
g. 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) or email to sormbook@cityu.edu.hk 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  □ 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: ___________________________