Use of Campus Facilities for Student Activities

Department : Facilities Management Office (FMO)
Section : Campus Management Section (CMS)
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Objectives

To provide a clean, tidy, good hygienic and comfortable campus environment for students, staff and university users.
1. Best practice on using of campus facilities;
2. Common issues of security, safety and hygiene.
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
General Important Guidelines & Regulations

a. Guidelines for Booking and Regulations Governing the Use of Venues (via Online Booking System)

☑ Lecture theatres and classrooms are open daily from 09:00 to 22:50 hours, available on hourly interval at the 00th minute of an hour to the 50th minute of next hour. If users have special request for booking that falls outside the normal opening hours, please contact the FMO Help Desk.

☑ All venues are reserved for the University's activities only. University personnel or departments should not make or transfer any booking to any outsider for hosting any event and will hold responsibility for the venue throughout the entire reserved period.

☑ Venue usage shall not involve any commercial, political, profit-related and/or personal activities.

☑ Refreshment and drinks are not allowed inside the room(s).

☑ Users are responsible for reinstating the facility to its original condition immediately after use.
General Important Guidelines & Regulations

✓ When using the venues, users are required to observe the following rules:
  ✓ Do not block off emergency lighting, fire services installation, signage, escape routing and pedestrian flow;
  ✓ Do not create excessive noise that may affect the normal activities on campus or cause nuisance to others;
  ✓ Do not disseminate or display information or materials of commercial nature;
  ✓ Present all banners / notices / promotional materials with name or logo of CityU and / or department with authorization for identification;
  ✓ Use notice boards as provided. Do not post materials on areas which may cause damages or stains to building fabrics, e.g. floor, wall, ceiling, lamp-posts, lifts, escalators, etc.;
  ✓ Use string or other removable devices to fix banner / flags / promotional materials. Do not use adhesive tapes;
  ✓ Hang banner on the railing, but not the lamp-posts; and
  ✓ Observe and comply with the law on copyright or other laws of the HKSAR.

✓ Users shall be liable for any loss of or damage to the venue (including equipment, furniture and fixtures) arising from negligence, unintentional act, unauthorized maintenance or any other cause within the reasonable control of the users or the invitees. In the event of any loss of or damage to the venue (including equipment, furniture and fixtures) for which the users is liable, users shall reimburse the University the total cost to making good the damage or effecting replacement.
b. Useful Guidelines, Regulations and Forms


Facilities Management Office
Staff & Student Intranet

Guidelines, Regulations and Forms

Video-shooting / Photo-taking on Campus
Interviewing / Surveying
Visitor Quarters
Car Parking
Banner, Display, Venue and Equipment Booking
Safety and Environment
Contractors / Vendors
Others
Do and Don’t cases sharing
1. Prior applications for venues, activities;(Late Reading Centre: AC1 - B4701 & B4702) and materials, e.g. ropes & stands, s/s railings, sand bags, etc.; parking services);
2. Always **BE CONSIDERATE** during holding of activities;
3. Keep the venue clean and tidy → Refreshment and drinks are not allowed inside the room(s).
4. Present all banners / notices / promotional materials with name or logo of CityU and / or department with authorization and no commercial in nature for identification.

**5. RESTORATION** of the room setting after use every time.
6. Watch at the leaving date & time;
7. Leave a good contact to security counter
Don’t

1. No painting inside;
2. Remove away any fixtures from the room;
3. Block off emergency lighting, fire services installation, signage, escape routing and pedestrian flow;
4. Disseminate or display information or materials of commercial nature;
5. Post materials on areas which may cause damages or stains to building fabrics, e.g. floor, wall, ceiling, lamp-posts, lifts, escalators, etc.
6. Create excessive noise that may affect the normal activities on campus or cause nuisance to others
7. Use adhesive tapes
Paints on floor
Paints on floor

紅色

藍色
Blocking of Passage
Bad Hygienic Condition
Unauthorized posting
Improper Posting of Materials
Improper use of facilities
Stuff left behind/unattended
Illegal getting of supermarket trolleys/baskets and left behind/unattended
Illegal getting of public items which are using at public area
Illegal dumping of waste at public area
Traffic Control
Fail to restoration of room setting
Fail to restoration of room setting
1. **ALWAYS BE CONSIDERATE** (顧己及人) for the other University users as well as frontline cleaners and security guards.

2. Smoke-free campus;

3. No suspected gambling (playing cards) [Cap. 148] in the common area of the campus;

4. Safely to and get prior approval for displaying banner on the campus;

5. Re-booking of any facilities: legitimate booker must be present and the event must be endorsed by SDS in advance.

6. Stuff left unattended at public area, e.g. corridor, staircase, locker top, etc. will be disposed of without further notice after three working days grace period.

7. Be aware of property at all times → ID checking.

8. Employment of guarding services with charges could be provided if necessary.

9. Extra cleaning services will be charged to relevant party if the area is dirtied or failed to restore.

10. Fail to hand back the venue properly will affect other users seriously and may get their booking rights suspended....

11. Keep close communication with us so that activity would be ran smoothly and with a great success.
Q & A