

## CityUHK Alumni Lounge

### Rules and Regulations for Booking and Usage

#### 1. Introduction

- 1.1 The CityUHK Alumni Lounge (“the Lounge”) at 4/F, CityUHK International Centre (“CIC”), serves primarily as a venue for alumni activities that aim to strengthen alumni affiliation and networks, and long-term support for the University.
- 1.2 As the Lounge is one of the University’s facilities, it is essential that its usage complies with the [Regulations Governing the Use of Designated Areas for Displays / Events](#). Users are reminded to pay particular attention to, and comply with the regulations.
- 1.3 The objectives of these rules and regulations aim to list out the principles and requirements regarding the booking and usage of the Lounge so as to ensure a proper and nice experience for users.

#### 2. Administration Unit

Alumni Relations Office (ARO)  
[Supported by Facilities Management Office (FMO)]

#### 3. Capacity

With an indoor activity area of approximately 105 square meters and optimal capacity of some 60 people, adjacent to an outdoor area of approximately 300 square meters.



#### **4. Opening Hours for Conducting Events and Activities**

Monday to Sunday: 9am – 10:30pm (closed on public holidays)

#### **5. Usage**

- 5.1 The Lounge primarily accommodates alumni and institutional activities organised by the University and alumni associations for the purposes of strengthening alumni affiliation and long-term support for the University. The Lounge is not open to the public, and booking by external organisations will not be entertained. Transfer of approved booking to any other parties by the applicant is strictly prohibited.
- 5.2 Users must either be the organiser or co-organiser of the booked event using the Lounge. The name of the user should appear on the promotional materials (such as poster, leaflet, brochure, website, etc.) as an organiser or co-organiser of the event. They should hold responsibility for the event throughout the entire reserved period.
- 5.3 Requests on change of Lounge usage or event purpose should be raised at least two weeks prior to the booked event date and subject to ARO's approval.
- 5.4 Under normal circumstances, no charge for using the Lounge is required for the eligible activities stated in 5.1. Charges may need to be incurred for individual special cases subject to approval of ARO and echoing University related policy.
- 5.5 The usage of the Lounge should not involve any commercial, political, profit-related and/or personal activities. Users are not allowed to charge participants or others any fees for the use of the Lounge.
- 5.6 Users should comply with all relevant statutory requirements, regulations, ordinances and laws applicable in Hong Kong SAR.
- 5.7 Organiser should not provide alcoholic beverages in the venue with or without charges.
- 5.8 Organiser must not permit the sale of alcoholic beverages within the event venue.
- 5.9 Users who failed to observe the regulations may be debarred from using the venue. Misbehavior will also be reported to authorities concerned for appropriate follow-up action.
- 5.10 Organiser takes overall responsibilities to ensure proper behaviours in the Lounge.

#### **6. Booking and Cancellation**

- 6.1 Booking can be made up to 6 months in advance, and should be via [online booking form](#) to ARO. The booked session should include time for set-up, re-setting and dismantling.

- 6.2 Eligible application is normally considered on a first-come first-served basis. Priority will be given to alumni and University institutional activities. ARO reserves the right to consider and prioritise any exceptional case subject to the venue availability and fulfilment of the Lounge's objectives
- 6.3 No transfer or sub-letting of venue booking to others is allowed.
- 6.4 For cancellation of booking, request has to be made in writing or by email reaching ARO at least two weeks prior to the booked event date.
- 6.5 Violation of the rules and regulations may lead to debarment of the right of reserving and using the Lounge by the users.
- 6.6 Should closure of the Lounge become necessary owing to unforeseeable circumstances, ARO reserves the right to cease the operation of the Lounge tentatively.

## **7. Check In/Out**

- 7.1 The applicant or his/her delegate will be the activity's person-in-charge.

During the operating hours of ARO (as stated in item 11.1 below), the person-in-charge should report to ARO (Room 1-001, 1/F, CIC). For non-operating hours of ARO, the person-in-charge should report to the Security Counter at CIC.

- 7.2 For admission and security purposes, the person-in-charge is required to present his/her valid CityUHK Alumni Card/Alumni Mobile ID/Alumni QR code, staff identity card or Hong Kong Permanent Identity Card, with the booking confirmation email for onsite identity verification.
- 7.3 The person-in-charge should be present at all times when the Lounge is in use to provide supervision, assist in the use of facilities and equipment, and ensure the rules and regulations are adhered to by participants. ARO and FMO may inspect the Lounge during the booked period when needs arise. Any loss of and/or damage to the equipment, furniture, other set-ups, etc. in the Lounge should be reported immediately to ARO or Security Counter. In case of emergency, please notify the Security Counter of CIC at 3442 5977.
- 7.4 The person-in-charge should contact the Security Counter at 3442 5977 for check out arrangement on or before the event ending time, and ensure the Lounge is locked before leaving the Lounge.

## **8. Venue Set-up, Audio-visual Equipment and Furniture**

- 8.1 Users are encouraged to make use of e-backdrop on the LED Wall (indoor area). Any additional settings/displays including backdrops shall seek prior approval. Do not post materials anywhere which may cause damage or stain to building fabrics such as window, ceiling, floor, wall, door, etc.

- 8.2 No blockage or installation of backdrop is allowed in front of the Lounge's set-ups.
- 8.3 The audio-visual equipment and furniture in the Lounge are primarily for the organisation of the reserved event on a self-served basis. The following items are available in the Lounge:

<b>List of Equipment and Furniture</b>			
<b>Location</b>	<b>No.</b>	<b>Items</b>	<b>Quantity</b>
Indoor	1	Wireless microphones (for indoor only)	2
	2	High definition LED wall display (4.8m wide x 2.7m high; 3840 X 2160 pixel)	1
	3	Wooden bar chair	10
	4	Wooden sofa chair	2
	5	Chair (Grey colour x 2; yellow colour x 1; green colour x 1)	4
	6	White dining table	1
	7	Coffee table	2
Indoor (Preparation room)	8	Microwave	1
	9	Refrigerator	1
	10	Water dispenser	1
Outdoor	11	Curved outdoor bench	4 sets
	12	Wooden chair	10
	13	Wooden coffee table	5
	14	Outdoor wicker sofa and coffee table set	2 sets

- 8.4 Costs may be incurred and will be absorbed by users for the setup and dismantling of the outdoor sun sail and some outdoor furniture.
- 8.5 Users may slightly reposition the furniture as necessary but please be reminded to resume the original layouts immediately after use. For the sake of energy saving and cleanliness, users are requested to turn off the audio-visual equipment, lights and air-conditioning, and dispose all rubbish properly before leaving the Lounge.
- 8.6 Users can access the Wi-Fi service in the Lounge with their own notebook computers and valid CityUHK user accounts.
- 8.7 Users have the full obligation to ensure safe and proper use of the premises. The door leading to the outdoor area should be locked immediately after use.
- 8.8 Users are required to get prior approval of ARO if they wish to take video of the event in the Lounge for public broadcasting. Users should also obtain prior consent of recording and filming during the event from the event participants.
- 8.9 Furniture and equipment inside the CityUHK Alumni Lounge can only be used inside the Lounge. Users are responsible to keep all furniture and fixtures in the Lounge, and the adjacent corridor in a clean and tidy condition.
- 8.10 Users should restore the facility properly to its original condition immediately after use to the satisfaction of ARO and FMO. The University reserves the right to charge

the user if additional cleaning, repair or replacement are necessary.

## **9. Safety**

- 9.1 The Lounge will be closed when tropical cyclone warning signal No. 1 is hoisted by the Hong Kong Observatory. Users should be aware that the Lounge will not be suitable for events whenever tropical cyclone warning signal No. 1 or above is in effect, and they are strongly advised to source alternative venues as backups. ARO and FMO reserve the right to close the Lounge if weather condition is not desirable for organising events.
- 9.2 Users are permitted to use the microwave in the preparation room for reheating pre-prepared food. Please ensure that all food is in microwave-safe containers. Other forms of cooking, including but not limited to grilling, use of portable stoves, hot plates, are strictly prohibited in the Lounge.
- 9.3 The lighting of any open flames, including candles, campfires, fireworks, pyrotechnics or similar activities, is strictly forbidden.
- 9.4 Smoking of any kind (including tobacco and electronic cigarettes) is prohibited within the venue premises (indoor and outdoor).
- 9.5 Due to the potential for strong winds, any light decorations brought by users must be secured or removed from outdoor areas overnight.
- 9.6 The set-up of backdrops in outdoor areas is strongly discouraged due to safety concerns related to wind and stability.
- 9.7 Users shall be liable for any loss and/ or damage to the Lounge used for event or display including equipment, furniture, fixtures, building fabric, etc. arising from negligence, unintentional acts, unauthorized maintenance or any other causes. Users shall bear the total costs to making good the damage or effecting replacement.

## **10. Execution**

- 10.1 The overall administration and interpretation of the aforementioned rules and regulations rest with ARO in consultation with FMO.
- 10.2 ARO reserves the right to review and revise the rules and regulations, and may engage relevant units as deemed necessary.

## **11. Enquiry**

### 11.1 Booking and check-in/-out during office hours

Alumni Relations Office (ARO)

Telephone: 3442 6075

Email: [aro@cityu.edu.hk](mailto:aro@cityu.edu.hk)

Address: Room 1-001, 1/F, CityUHK International Centre,  
City University of Hong Kong

Website: [www.cityu.edu.hk/aro](http://www.cityu.edu.hk/aro)

Operating hours: Monday to Friday (except public holidays)  
9 am – 12:30 pm; 2 pm – 6 pm

### 11.2 Check in/out during non-operating hours of ARO, and reporting security issues

Facilities Management Office (FMO)

Telephone: 3442 5977

Security Office: 2/F, CityUHK International Centre

16 December 2025