

WoFoo Foundation Gallery

The WoFoo Foundation Gallery is an exhibition venue (“the venue”) in the Run Run Shaw Library (“the Library”) of the City University of Hong Kong (“CityU”). The Library will make use of the venue to hold events that are consistent with the purposes of establishment as stated below:-

- To provide a venue for CityU’s departments and units for holding activities that promotes academic, knowledge and cultural exchange.
- To promote inter-disciplinary and outside classroom learning activities to widen students’ horizons and to support the whole person development philosophy of CityU.
- To facilitate collaboration, communication and exchange between the Library and CityU’s community.

Eligible Users

- CityU’s departments/ units and student organizations. Interested parties who are not from the CityU community may also submit an application for the Library’s special consideration.

Events initiated by CityU College/ School/ Department/ Staff/ Student Bodies

While the venue is managed by the Library, proposals initiated by CityU College/ School/ Department/ Staff/ Student Bodies are also welcome. The events initiated by CityU College/ School/ Department/ Staff/ Student Bodies should meet the following requirements:-

- The purpose of the events should be either to promote University courses/ programs/ projects or showcase the achievement of Department/ staff/ students.
- The event should be endorsed by Department head.
- The requesting College/ School/ Department/ Staff/ Student Bodies will be responsible for artwork design and printing of banner, poster and other promotional materials, if any, in consultation with the Library.
- The requesting College/ School/ Department/ staff/ Student Bodies need(s) to liaise with FMO for the necessary facilities (e.g. exhibition boards) in consultation with the Library.
- The requesting College/ School/ Department/ Staff/ Student Bodies need(s) to bear all costs of the exhibition (e.g. artwork delivery, promotion, set-up, etc.).

Rules and Regulations

1. Interested parties who wish to use the venue must apply to the Library **at least 3 months before** the date of proposed activity or event. Applicants should submit a proposal with objectives, run-down, venue setting of the activity or event for the Library’s consideration. The following basic information is required in the application:-
 - Name of event
 - Starting and ending Date & time of event
 - Format of event: exhibition / talk / workshop / others (please specify)

- Name of organizer/ organizing party
 - Name of contact person & contact information
2. The Library has absolute discretion to approve or reject any applications. The Library reserves the right of the use of the venue.
 3. The venue is primarily intended for static and quiet events of cultural or educational nature. Events that generate excessive noise will not be considered.
 4. The venue is not licensed for music, dancing or stage plays.
 5. The final decision on the event duration will be at the sole discretion of the Library. For reference, the duration of each exhibition is normally 2-6 weeks and is subject to the agreement with the Library.
 6. Users must abide by the rules and regulations governing the use of the venue and the Conduct of Users of the Library. For details of the Conduct of Users of the Library, please refer to Library's website (<http://www.cityu.edu.hk/lib/about/libreg/regulat.htm#conduct>). No food or beverages are allowed in the venue unless with special approval.
 7. The activity or event in the venue is held in collaboration with the Library. Users must acknowledge the Library by clearly display the Library logo in all publicity associated with the activity or event.
 8. Subject to the availability of funding and manpower resources and the level of collaboration, the Library will support all or part of the costs of the following items in relation to the activity or event:
 - Basic exhibition installation or event setup
 - Signage in the Library
 - Electricity supply in the venue
 - Promotion on the Library Homepage, Newsletter and CAP News (CityU Announcement Portal)
 9. The Library is not liable for any expense incurred by the activity or event in the venue. Users are expected to support from their own budget for items including but not limited to the following:
 - Insurance for covering any loss or damage of the exhibits
 - Artwork design and production for publicity, including invitation, banner, backdrop, etc.
 - Special or additional costs associated with installation and display
 - Cost of subsequent removal of their decoration/props, including banners, backdrops, posters, etc.
 - Any transportation of the exhibits, furniture and equipment to and from the Library
 10. Users should not alter the existing fixtures in the venue, including walls and lightings.
 11. Users should comply with the health and safety regulation of the Facilities Management Office (FMO) in relation to the setup, nature and presentation of the exhibition.
 12. Users should consider taking out an insurance policy if valuable items are exhibited in the venue. The Library is not responsible for any loss or damage to the exhibits.
 13. Users should seek prior approval from the library for the use of audio equipment in the venue.
 14. Users should seek prior approval from the library for any media reporters or cameras to enter the venue.
 15. Users should ensure there is no infringement of copyright or intellectual property in the exhibition or display materials.
 16. Users should not display any publicity materials or price tags. Commercial activities are prohibited in the venue and the Library.

17. The Library reserves the right to inspect the venue even if it is in use.
18. The Library reserves the right to use photos and video taken during the activity or event in the venue. The photos and video will be used for promotion, publication and broadcasting which is of non-commercial and education purpose.
19. Users should return the venue to original condition after the activity or event.
20. Any items left after vacating the venue will be removed without prior notice.
21. The Library and the venue is CityU's facility and is open only to eligible users of the Library. It is not usually open to public unless special arrangement is agreed.
22. During revision and examination periods, the Library reserves the right to convert the venue into a temporary study area.
23. The opening hours of the venue is in line with that of the Library. Please refer to the Library's website (www.cityu.edu.hk/lib) for the latest information regarding the opening hours. The Library reserves the right to change or alter the opening hours without giving any reasons and prior notice.
24. The Library reserves the right to change, add and update this "Rules and Regulations" at any time at its absolute discretion without giving any reasons and prior notice.

Application submission and enquiries

Please send your application or enquiries to the Library (Tel.: 34425590 / E-mail: lb@cityu.edu.hk).

WoFoo Foundation Gallery 和富基金廊
Floor Plan 場地平面圖

