

## **Student Development Services (SDS) Regulations for the Use of Student Centrum**

### **1. Eligible Users**

- 1.1 The following are eligible users who can reserve student activity venues at the Student Centrum:
  - a. Student chapters/ student organisations registered under SDS (bookings via [Resource Booker](#));
  - b. Student organisations registered under departments of City University of Hong Kong (CityU) (bookings via respective home departments); and
  - c. Departments eligible to make bookings for University functions.
- 1.2 In order to facilitate bookings on Resource Booker, SDS student organisations are required to submit lists of student officers (appointed student officers) that contain up to four authorised users of the Resource Booker. All authorised Resource Booker users are limited to current student organisations' cabinet committees.
- 1.3 Venue usage must not involve any commercial, political, profit-related, and/or personal activities.

### **2. Opening Hours**

- 2.1 The Student Centrum is open daily from 09:00-22:00, and the Student Centrum Office is open Monday to Friday from 09:00-18:50 (closed Saturday, Sunday, and Public Holidays).
- 2.2 Use of venues beyond regular opening hours required prior approval from SDS.
- 2.3 All users must leave the venue by 22:00.

### **3. Booking**

- 3.1 The users can check the availability of the rooms and reserve them via Resource Booker whenever they are available, whereas function rooms must be reserved via Resource Bookers at least one week in advance, and SDS approval is required.
- 3.2 At least one appointed student officer of the student organisation should act as person-in-charge of the event and must be present at the venue throughout the event in order to offer supervision, assist all users in using facilities and equipment, and ensure the regulations are followed.
- 3.3 All activity venues will be reserved on a first-come, first-served basis. Each appointed student officer can reserve venues up to three months in advance.
- 3.4 Each appointed student officer has a weekly time slot reservation quota of 10 hours.
- 3.5 Time for venue setup and reset shall be included in the reservation period.
- 3.6 When entering the reserved room, the appointed student officer must present their Student ID Cards.

#### **4. Cancellation of booking**

- 4.1 For function rooms, if a booking is no longer required, the eligible users must cancel the booking on Resource Booker at least three days before the scheduled event and notify SDS through email ([sdssat@cityu.edu.hk](mailto:sdssat@cityu.edu.hk)).
- 4.2 For other activity rooms, the eligible users must cancel the booking via Resource Booker or by notifying SDS through email ([sdssat@cityu.edu.hk](mailto:sdssat@cityu.edu.hk)).
- 4.3 Users must show up during the first 15 minutes of the reserved period. Otherwise, the reservation will be automatically cancelled. The venue will be released and users will be unable to reclaim the reserved timeslot.

#### **5. Use of Venues**

- 5.1 Users must keep all venues clean and tidy.
- 5.2 Student Centrum activity venues are made available for student activities organised by SDS student organisations, Student Chapters, and departments. Activities other than that must obtain prior approval from SDS.
- 5.3 No change in use is allowed without prior written approval of SDS. Subletting of venues by users is strictly prohibited. Transferal of reservation among students, student organisations or external parties is not allowed.
- 5.4 Users must not bring along any outsiders or unauthorised persons to participate in the activities or use the designated venue without prior approval from SDS.

#### **6. Equipment, Furniture, Fittings and Fixtures**

- 6.1 Do not post any materials that may cause damage or staining to building fabrics, such as window, ceiling, floor, wall, door.
- 6.2 Users are strictly prohibited from sticking or affixing any objects, materials, or adhesive substances directly onto the walls. Tape, nails, hooks, stickers, or any form of adhesive, such as blue tack fall into this category.
- 6.3 If users notice any damage or dirtiness in the reserved room when they check-in, it is essential that they do not attempt to fix or clean it themselves. Instead, they must immediately report it to the SDS staff. Failure to report any damage or dirtiness may result in the users who used the room prior to the reporting users being held accountable, even if the damage was caused by previous users.
- 6.4 Any intentional damage or vandalism will be subject to student disciplinary actions of the University.
- 6.5 Users should carefully check the venue's equipment and furniture list before making a reservation.
- 6.6 Users must clean up the venue, remove all their belongings and return the loaned furniture to its original location after use.
- 6.7 Do not plug or unplug AV system wires without prior approval from SDS. Users should read and follow the operating guidelines before using the AV equipment. SDS will not provide on-site AV technical support for any booking.
- 6.8 AV system, furniture and equipment of all venues must not be moved away without prior approval of SDS.

- 6.9 Users must arrange their bookings for additional furniture and equipment, if necessary. This can be done as follows:
- Departments: Please submit the request online to FMO via the Services/Work Request Form.
  - SDS Student organizations:
    - Online booking is available through the 'CityU Portal → Campus Facilities → For Student Society Only → SDS Student Activity Equipment Booking' platform.
    - The Student Centrum office provides equipment for users to borrow for activities organized within the Student Centrum. User could visit the Student Centrum office during opening hours to check the availability of the items and submit the Temporary Loan of Equipment Application Form when needed.
    - Request equipment and furniture for function room: fill out an [online form](https://cityuhk.questionpro.com/t/AX4b2Z1B1J) (<https://cityuhk.questionpro.com/t/AX4b2Z1B1J>) at least one week in advance, and notify SDS through email ([sdssat@cityu.edu.hk](mailto:sdssat@cityu.edu.hk)).
- 6.10 Users are accountable for any loss or damage to the venue's equipment, furniture and fixtures caused by negligence, unintentional act, unauthorised maintenance or any other reasons. Users are responsible for the total cost incurred for repair or replacement.
- 6.11 The Student Centrum office reserves the right to refuse equipment usage requests or modify the regulations as necessary.

## **7. Food and Drink**

- 7.1 No food and drink are allowed in the Student Centrum.
- 7.2 Prior approval from SDS shall be sought in case refreshments will be served in any venues.

## **8. Storage**

Student organisations registered under SDS may apply for a storage space provided by SDS.

- 8.1 A storage box will be assigned as the storage space. Student organisations must keep all their items within the assigned storage box, which must be kept locked at all times.
- 8.2 Student organisations are not permitted to use any storage containers other than the assigned storage box.
- 8.3 The allocated storage space is for materials related to student activities. It is strictly forbidden to store any illegal items or objects that may constitute a hazard or nuisance to the environment or members of the University (e.g., inflammables, explosives, weapons, pets, etc.).
- 8.4 Student organisations are responsible for keeping the designated storage box clean and in good condition. Any damage to the storage box caused by negligence

- or misuse must be reported to SDS promptly. If the storage box is damaged as a result of their actions, student organisations must pay for the cost of replacement.
- 8.5 Student organisations are only allowed to keep their items inside the assigned storage box in the designated storage room. Any items found outside the assigned storage box will be disposed by SDS.
  - 8.6 Unauthorised use of the storage space — without SDS's prior approval — is prohibited, and any items found there will be disposed of by SDS without prior notice. The University will not be held responsible for any loss or damage to the disposed items.
  - 8.7 Student organisations may terminate their use of the assigned storage box by notifying SDS in advance. After termination, any items left in the storage box will be handled in accordance with SDS policy.
  - 8.8 Student organisations must comply with all applicable laws, regulations, and SDS policies regarding the use of the storage space. Failure to comply with the regulations may result in the termination of the use of storage space.
  - 8.9 SDS reserves the right to amend the regulations as necessary.
  - 8.10 Disciplinary action will be taken against anyone who stores or removes a student's belongings without written permission from the owner.
  - 8.11 SDS will not be liable for any loss or damage to the items stored in the storage space. Violation of these regulations may result in the termination of storage space use.
9. Without prior notice, SDS reserves the right to reject a booking, to remove and dispose of any material, or to immediately suspend any activities for safety, hygienic or statutory reasons, or for non-compliance with the specified rules and regulations.
10. Users must also comply with the General Regulations. Any special requests that may be in conflict with these regulations, as well as any additional requests deemed necessary, must be submitted in writing via email to SDS for approval. SDS will consider each request on a case-by-case basis and respond with appropriate guidance.
11. By reserving a room in the Student Centrum or borrowing equipment from the Student Centrum office, users acknowledge their understanding and agreement to abide by this regulation. Failure to comply with this regulation may result in the suspension of the user's right to access and utilize the Student Centrum facilities.