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Guidelines for Counter Reservation - Student Activity Centre

Before the Activity Day

1. The application form (with UMSU/ UMPA endorsement) for the reservation of counters must be submitted to your Student Activity Facilitator (SAF) (for student) or SAO (for staff) at least 4 working days before the activity, or it will not be accepted.
2. Applicants should put the activity materials at the counter on the activity day, and remove them immediately after the activity or before the end of the reservation.
3. Any posting of notices or posters at the counters, prior approval from your SAF (for student) is required. For details, please refer to the “Guidelines for Poster Posting”)
4. If cooking is needed at the counter, prior approval should be sought from your SAF (for student) or SAO (for staff). Only electromagnetic stove is allowed. Such a request has to be submitted together with the application.
5. NO money transaction is allowed at any reserved counter (except with prior approval from SAO). Such a request has to be submitted together with the application
6. Applicants should inform your SAF (for student) or SAO (for staff) of any changes or cancellation of reservation at least 2 working days prior to the reservation day.
7. Any addition equipment request after the approved reservation should be made at least 2 working days before the activity. However, reminders/warnings will be given to the applicants.
8. Using equipment other than the equipment list provided by UM requires prior approval from your SAF (for student) or SAO (for staff). Such a request has to be submitted together with the application.
9. Distribution of promotional materials is restricted to the area at the reserved counters only. Application should be made together with the counter reservation form and copies of the materials for approval.



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- 10. SAO reserves the right to remove any promotional material (e.g. posters, flag or banners) without prior approval, notification and justification.
- 11. Users must not occupy spaces other than the approved counter area. Any violation will result in reminder, warning or penalty
- 12. Any misuse of venue or equipment will result in compensation.

On the Activity Day

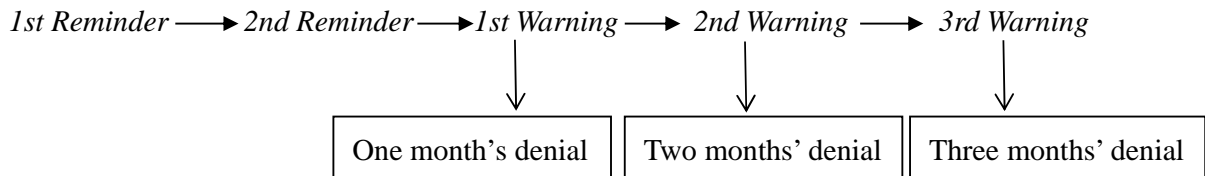
Print the approved application form from the confirmation email in order to collect the approved and reserved equipment at the listed locations.

Warnings & Penalties

Reminders and warnings will be given to any violations of the above guidelines.

Two accumulated reminders followed by one warning will result in one month’s denial of venue, banner, counter and equipment reservation service.

Two accumulated reminders followed by three warnings will result in three months’ s denial of venue, banner, counter and equipment reservation service.



For enquiries, please call our office at 8822 9891 or 8822 8705 during office hours.

Monday – Thursday 9:00 - 13:00, 14:30 - 17:45

Friday 9:00 - 13:00, 14:30 - 17:30



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Appendix

1. Counter Areas - SAC G/F





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2. Counter Areas - SAC 1/F





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For Staff Only:

Tea Bar at SAC G/F

