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“Use of Student Activity Centre” Guidelines

A. Objective

The objective of this guidelines is to govern the use of different venues at Student Activity Centre (hereafter “SAC”) so as to utilize the university resources in an optimal way and to facilitate the effectiveness of venue management.

B. Background

1. SAO provides SAC venues for staff and students to organize activities.
2. All activities could only be held in the venue approved by SAO.
3. SAC venues are reserved for activities organized by the University itself. They are available for reservation provided that daily operations and the best interest of UM are not affected.

C. General Guidelines

1. Users are obliged to observe and comply with all applicable University policies, and the legislation of Macao SAR. SAO reserves the right to pursue legal or disciplinary actions for any offences or abuse on the users’ part.
2. The nature of activities shall include:
 - a. academic event, cultural event, international exchange, performance, music and movie appreciation, speech or exhibition;
 - b. activities approved by SAO
3. Upon submitting application for reservation of venue, users are assumed indeed have read, understood and agreed to follow the “Use of Student Activity Centre” Guidelines.



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4. Venues and facilities will only be used for the designated function of the venues and facilities. Explicit consent must be acquired from SAO and other related department(s) (if any, e.g. Office of Health, Safety and Environment Affairs and Campus Management and Development Office) in advance if any activities that may cause safety, health and comfort risks (e.g. acts involving fire, using any special props and refreshment setting) inside the venue, especially for those activities that require high level of security measure.

Attention must be drawn to those safety measures for all the food that has to be preheated in the venue.

Should there be any costs incurred due to hygienic and safety measures, users are responsible for it.

5. Emergency lighting, fire services installation, fire evacuation route and pedestrian access (including corridors, stairways and aisles) must be always kept free of obstructions.
6. Users should keep the structure and equipment of the venue clean and intact, in good working condition. Users will be liable for any damages caused by human negligence. SAO only accepts replenishment of good or physical repair from authorized supplier or contractor of Procurement Section. Users should be responsible for any cleaning fee incur if the venue is seriously stained.
7. Users are not allowed to remove or relocate any facilities and equipment without prior permission from SAO.
8. Smoking, eating and drinking are strictly prohibited inside the theatre (E31-G001).
9. Cooking is prohibited in any venue except SAC plaza, unless special approval from SAO in advance.
10. SAO reserves the right to remove any promotional materials/objects (e.g. posters, flag or banners) without SAO's prior approval, notification and justification or not being placed/hanged at designated places.



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11. Users must not occupy spaces other than the approved venue area. Any violation will result in cancellation of venue reservation immediately and penalty may be imposed.
12. NO money transaction is allowed at any reserved venue (except with prior approval from SAO). Such a request has to be submitted together with the venue reservation application.
13. Reserved venue could only be used by the approved applicants. No transference of venue usage to other clubs or parties is allowed without another approved application.
14. SAO reserves the right to decline any applications for activity that is not in the nature as indicated in item 2 and to terminate an ongoing activity when the nature of which is irrelevant to that as indicated by the users in the application request.

D. Reservation Procedures

1. Availability of SAC venues can be checked via UM venue booking system/facilities booking system.
2. Application should be submitted via UM venue booking system/facilities booking system by UM staff (log in with UM staff account is required). For student organizations and university teams, the application should be submitted via the Student Activity Facilitators and U team managers/coordinators.
3. Online application must be submitted to SAO at most 180 days prior to the first day of venue reservation; at least 4 working days prior to the first day of venue reservation (except SAC theatre), and at least 10 working days prior to the first day of venue reservation for SAC theatre.
4. Users are required to provide a summary about the activity, name of the organizer(s) and co-organizer(s), date, time for the use, estimated number of participant/attendance, the list of equipment and setup requirement together with the online application.



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5. For activities that involve rehearsal at the venues, the ratio of rehearsal time to performance time should be 3:1 or less so as to attain cost effectiveness.
6. SAO generally replies via email within 3 working days regardless of the application result.
7. Confirmation must be received prior to the use of the venue.
8. Any additional equipment request after the approved reservation should be made at least 4 working days before the activity.
9. SAO reserves the right to decline any applications not complying with any reservation requirements.

E. Cancellation

1. For cancellation of an approved application, users are required to make a written request to SAO 2 working days prior to the first day of venue reservation.
2. Venue reservation will be cancelled AUTOMATICALLY if no responsible person from the organizing party arrives within the first 20 minutes of the reserved period.
3. SAO is given the first priority for the use of venues. For that reason SAO has the right to cancel the use of a venue that received prior approval or request the organizer to reschedule the use of the venue.
4. SAO has the right to cancel approved applications, or request the users to reschedule the use of the venue in exceptional circumstances/due to art of god such as typhoon, rainstorm, landslide, etc.
5. SAO has the right to cancel any activities/conducts disturbing or obstructing teaching, study, research, other academic activities, operations of the University or other UM activities in the campus.



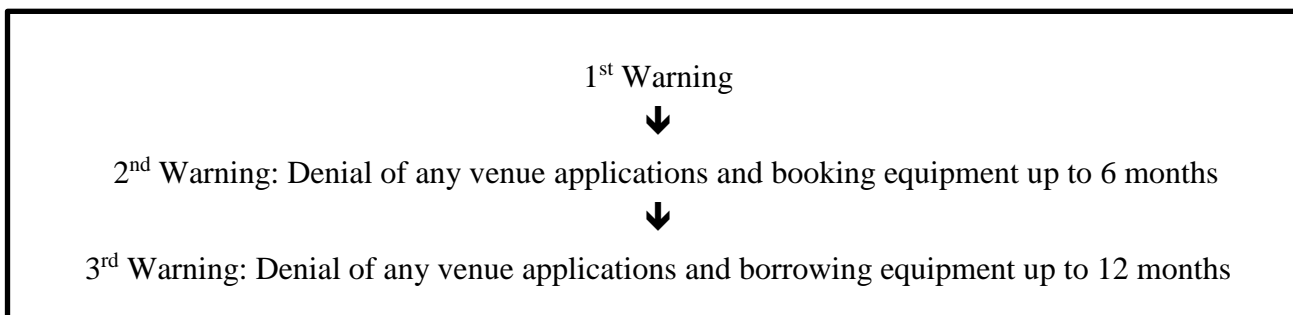
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F. Penalties

Warning(s) (one or more) will be given to user who has any violations of the above guidelines.

A total of 2 warnings will result in denial of any venue applications and equipment booking up to 6 months.

A total of 3 warnings will result in denial of any venue applications and equipment booking up to 12 months.



SAO reserves the right to determine the penalties to be issued.

For any conducts of damaging or staining of facilities or venues, venue reservation and equipment booking service will be suspended until the rectification is completed and accepted by SAO, regardless warning is imposed or not.

For enquiries, please contact Student Resources Section at Tel: 8822 9891/8822 8705 or email to sao.services@umac.mo.

Office location: Student Activity Centre (E31), 2/F, Room 2007

Office hours:

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

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