

Guidelines for Banner & Flags Hoisting

《懸掛橫幅及旗幟指引》

Before the Hoisting Day 懸掛日前

1. *The application form (with UMSU/ UMPA endorsement) for the reservation must be submitted to your Student Activity Facilitator (SAF) at least 4 working days before the hoisting day.
*申請必須於借用日期前四個工作天把已有學生會/ 研究生會蓋章之申請表提交到你的活動協調員，否則不予受理。
2. Applicants are advised to hoist the promotional materials no more than 7 days before the first day of activity, and remove them immediately after the activity or before the end of the reservation.
建議懸掛日期最早為活動開始前七天，並需於活動結束後或借用期結束前立即移除。
3. A copy of promotional materials should be submitted together with the form for approval, otherwise the application will not be accepted.
申請者必須遞交宣傳品之副本以作審批之用，否則其申請將不予受理。
4. Student Organizations should inform your Student Activity Facilitator (SAF) of any changes or cancellation of reservation as soon as possible.
如須更改或取消已借用之懸掛場地，請立即通知你的學生活動協調員。

On the Hoisting Day 懸掛當日

1. Hoisting reservation will be cancelled AUTOMATICALLY if no promotional materials are hoisted on the first day of the reservation.
如沒有按申請懸掛日期掛上宣傳品，其申請將於過期一天後自動被取消。
2. *Reserved hoisting areas could only be used by approved organization. No transference to other clubs or any other parties is allowed without another approved application.
*懸掛場地只允許獲批准之申請團體使用，如未經重新申請及批核，懸掛場地絕不可轉讓其他團體使用。
3. *Every organization is responsible for the hoisting, removal, and maintenance of one's promotional materials during the reserved period. Any confiscation of expired promotional materials will not be returned.
*於懸掛時間內，須自行懸掛、清理及修復損毀之宣傳品。所有逾期懸掛之宣傳品將被沒收，並且不獲退回。

Warnings & Penalties 警告及處分

Reminders and warnings will be given to any violations of the above guidelines marked with (*).
Two accumulated reminders followed by one warning will result in one month's denial of venue and equipment reservation service.

Two accumulated reminders followed by three warnings will result in three months' denial of venue and equipment reservation service.

如違反任何上述註有(*)號之指引，將收到由學生資源及服務處發出的提示或會被科處警告。累積 2 次提示及 1 次警告，本處將於一個月內不受理違規團體之任何借用場地或設備的申請。累積 2 次提示及 3 次警告，本處將於三個月內不受理違規團體之任何借用場地或設備的申請。

1st Reminder → *2nd Reminder* → *1st Warning* → *2nd Warning* → *3rd Warning*
第一次提示 → 第二次提示 → 第一次警告 → 第二次警告 → 第三次警告

