

Guidelines for Reservation of Cultural Centre (Theatre and X-Hall)

《文化中心借用指引》

Before the Activity Day 活動日前

1. *The application form (with UMSU/ UMPA endorsement) for the reservation of Cultural Centre must be submitted to your Student Activity Facilitator (SAF) at least 1 month before the activity day.
*申請借用文化中心必須於活動日前一個月把已有學生會/ 研究生會蓋章之申請表提交到你的學生活動協調員 (SAF)，否則將予以提示或警告。
2. A proposal and a rundown of the activity should be submitted together with the application form, in which the following information should be included:
提交申請表時必須同時呈上一份活動計劃書及程序表，內容應包括：

a) Activity Name	a) 活動名稱
b) Activity Date & Time	b) 活動日期及時間
c) Type of Activity	c) 活動形式
d) Set-up schedule (if any)	d) 佈置時間 (如適用)
e) Rehearsal schedule (if any)	e) 彩排時間 (如適用)
f) Target Audience	f) 觀眾對象
g) Names & contacts of at least 2 responsible students	g) 最少兩個負責的學生姓名及聯絡方式
3. *The organizing party has to ensure an attendance of 200 participants for the activity.
*主辦方必須保證最少有 200 名觀眾到場。
4. *Dining/refreshment is only allowed at the corridors outside the two dressing rooms or the X-Hall (outdoor area). Moreover, you should always make the application with your SAF beforehand.
*活動時只限於在兩個化妝間外的走廊或 X-Hall 外走廊(室外)的位置設用餐地點，如有需要，必須提前向你的學生活動協調員(SAF)提出申請。
5. The reservation period of Cultural Centre is 08:00 to 23:00.
文化中心借用時間為早上 8 時至晚上 11 時。
6. You should inform your SAF of any changes or cancellation of reservation as soon as possible.

如須更改或取消已借用之場地，請立即通知你的學生活動協調員(SAF)。

On the Activity Day 活動當日

1. The reservation will be cancelled AUTOMATICALLY if no responsible person from the organizing party arrives within the first 20 minutes of the reserved period.
如沒有按申請時間到達所借用之場地，其申請將於過時 20 分鐘後自動被取消。
2. *No eating or drinking is allowed in the Cultural Centre.
*文化中心內嚴禁飲食。
3. *Reserved venue could only be used by approved organization. No transference to other clubs or any other parties without another approved application.
*借用的場地只允許已獲批准之申請團體使用，如未經重新申請及批核，借用的場地絕不可轉讓其他團體使用。
4. *Clean up before leaving the reserved venue by the end of reserved period.
*申請借用時間結束前必須清理所借用之場地，清理後按時離開。
5. *After the activity, return all the borrowed items to the relative locations immediately.
Every organization is responsible for any damages and losses of one's borrowed item(s).
*活動結束後，需即時歸還所借用之全部設備，並須對其一切的損壞或遺失負責及作出賠償。

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

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。One month's denial of venue and equipment reservation service.

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。Three months' denial of venue and equipment reservation service.