

Guidelines for Venue & Equipment Reservation

《借用場地及設備指引》

Before the Activity Day 活動日前

1. *The application form (with UMSU/ UMPA's endorsement) for the reservation of following venues must be submitted to your Student Activity Facilitator (SAF) at least 1 month before the activity, or it will not be accepted.

*申請借用以下場地，必須於活動日前一個月將已有學生會/研究生會蓋章之申請表提交到你的學生活動協調員(SAF)，否則不予受理。

Sports Complex,

體育館

Library Auditorium II,

圖書館第2演講廳

Library STD M Auditorium,

圖書館 STD M 演講廳

Cultural Centre, and

文化中心劇院 及

X-Hall

展覽廳

2. *Besides the above venues, the application form (with UMSU/ UMPA's endorsement) for the reservation of any venues and equipment must be submitted to your SAF at least 4 working days before the activity, or it will not be accepted.

*除以上場地外，申請借用任何場地和設施，必須於活動日前四個工作天將已有學生會/研究生會蓋章之申請表交予你的學生活動協調員(SAF)，否則不予受理。

3. *Any posting of notices or posters outside the reserved area, prior approval from your SAF is required. (For details, please refer to the "Guidelines for Poster Posting".)

*如須在借用場地以外張貼任何告示或海報，必先另行向你的學生活動協調員(SAF)提出申請。(詳情可參閱《張貼海報指引》。)

4. *If cooking is needed at the venue, prior approval should be sought from your SAF. Only electromagnetic stove is allowed.

*如須在借用場地內進行煮食活動，必須先獲得你的學生活動協調員(SAF)批准，而且只可使用電磁爐。

5. *NO money transaction is allowed at any reserved venue.

*於借用場地內不允許有任何金錢交易。

6. You should inform your SAF as soon as possible for any changes or cancellation of reservation. 如須更改或取消已借用之場地，須即時通知你們的學生活動協調員 (SAF)。

7. *Any addition of equipment after the approved reservation should be made at least 2 working days before the activity. (However, reminders/warnings will be given according to Point 2 above.)

*如需在填寫申請表後增加設備，必須於活動前兩天提出。(但根據第二點規定，屬會將收到學生資源及服務處發出之提示/警告)

8. *Using equipment other than the list of equipment provided by UM requires prior approval from your SAF before the activity.
*如同學欲使用校園未能提供的設備，必先獲得你的學生活動協調員(SAF)批准方可使用。
9. Distribution of promotional materials is restricted to the area near the reserved venues only. Application should be made together with the venue reservation form and copies of the materials for approval.
派發宣傳品的地點僅限於借用場地附近之範圍，如有需要，必須在填寫場地借用表格時申請並提交宣傳品之副本作批核。

On the Activity Day 活動當日

1. Print the approved application form from the confirmation email in order to collect the approved and reserved equipment at the listed locations.
列印於回覆電郵中之批核申請表，到下列地點領取所批准借用的設備。

設備 Equipment	領取地點 Location
Bullhorn 手提揚聲器	SRS (Room A101) 學生資源及服務處(行政樓 A101 室)
Notebook, Cordless Presenter, Projector, Laser Pointer 手提電腦、無線鐳射簡報器、投影機、鐳射筆	Room J108, Silver Jubilee Building 銀禧樓 J108 室
Overhead Projector, Screen, Portable amplifier with Microphone 高影機、投影幕、有線麥克風連揚聲器	To be informed by FES 設施及工程處另行通知領取地點
Table Cover (Blue), Microphone stand, Desktop Microphone stand 枱布(藍色)、企身麥克風架、座檯麥克風架	FES (JLG3) 設施及工程處(銀禧樓 JLG3)
Exhibition board, Wireless Microphone, Wireless Clip Microphone, Projector, Wire Microphone, Amplifier, Signage, Single desk, Double desk, Chair, Notice board, Exhibition board, Retract barrier 展覽板、無線麥克風、無線夾麥克風、投影機、 有線麥克風、擴音器、水牌、單人桌、雙人桌、 椅子、橫式活動告示板、企身活動展覽板、拉帶 式圍欄	Delivery by FES, applicants need to contact the relate section for delivery 由設施及工程處送遞，申請者到達現 場後通知有關部門安排
2 in 1 TV (Video/DVD/VCD) 電視機 (Video/DVD/VCD)	Delivery by Security Centre, applicants need to contact the relative section for delivery

	由保安中心送遞，申請者到達現場後通知有關部門安排
Other Equipment 其他設備	To be informed by your assigned Student Activity Facilitator 學生活動協調員(SAF)另行通知領取地點

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.
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。
3. *Reserved venue could only be used by approved organization. No transference of venue to any other parties is allowed without another approved application.
*借用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，借用場地絕不可轉讓其他團體使用。
4. Be aware of the volume control during the activity to avoid any disturbance to classes.
活動時避免聲浪過大，以免影響他人上課。
5. *Clean up before leaving the reserved area by the end of reserved time.
*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。
6. *After the activity, return all the borrowed items to the relevant locations immediately. Every organizing party 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並作出賠償。

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。

