

Regulations on Video-Shooting and Photo-Taking

1. Applicant should ensure the completed application form with the necessary details. Please be reminded that all applications are required to be endorsed by the Department/Office and forwarded to the Facilities Management Office (FMO) at least 3 working days before the date of video-shooting or photo-taking for processing. Late application will not be considered.
2. Having considered the need of the students, safety concern, and the disturbance/inconvenience that might be created, Department should ensure your students to observe the following guidelines/regulations while carrying out video-shooting or photo-taking activities in the University campus :
 - a) No video-shooting/photo-taking in the U-concourse and F03 of the Academic Building from 0800 to 2000 hours from Mondays to Fridays and from 0800 to 1400 hours on Saturdays;
 - b) No video-shooting/photo-taking in the toilet, changing room, pantry, staircases, escalator, lift car, roof top and carparks;
 - c) No video-shooting/photo-taking inside City Express, Sports Complex, Library, CSC laboratories, Student Residence, etc. unless prior approval is granted by the related offices;
 - d) No video-shooting/photo-taking at students, staff members and users of the University directly as this will disturb/adversely affect their quiet enjoyment of the University environment; and
 - e) No video-shooting/photo-taking at the vicinity of teaching venues and offices. This will adversely affect the traffic in the corridor and disturb the students and staff attending classes or working.
3. To prevent disturbance to users, students should try to carry out the video-shooting/photo-taking in the open areas of the University campus, such as Chinese Garden, U-Circle, Hillside Trail, etc..
4. The activities to be carried out should be appropriate to the venue and should not pose any potential hazard to the University community. Users should ensure the activities are conducted safely.
5. FMO reserves the right to remove and dispose of any materials or stop any activities that do not comply with the above-mentioned rules without notice.