



## Regulations on Use of Common Areas

1. Applicant should ensure the completed application form, which contains all the necessary details, reaches the Facilities Management Office (FMO) at Y4703, Academic Building at least 3 working days prior to the first day of the booking. Late application will not be considered.
2. Verbal reservation will be valid for 2 weeks only.
3. Advance booking for BBQ area is limited to 3 months ahead. As for other common areas, advance booking is limited to **9 months for institutional events; 6 months for departmental functions; and 3 months for student activities.**
4. **The booking period (for common areas excluding BBQ area) includes time for setting up and dismantling work of the venue. In the event of large-scale function, please allow sufficient time for the dismantling work (user is recommended to allow half day for the dismantling work on the last day of their booking).** If the start / end day of the booking falls on a non-working day, i.e. Saturday afternoon, Sunday, public holiday, etc., there will be charges incurred for provision of setting up and dismantling services. Users are advised to make prior arrangement with FMO for overtime work at least 14 working days before the first day of their booking.
5. No more than one location will normally be reserved for the same activity, function or event for any particular time/date/period of booking for the following banner locations:
  - AC Floor 3 Building Entrance (Left/Right);
  - AC Floor 3M Covered Walkway (1/2/3/4).
6. When using the venues, users are required to observe the following rules:
  - Do not block off emergency lighting, fire services installation, signage, escape routing and pedestrian flow;
  - Do not create excessive noise that may affect the normal activities in the campus or cause nuisance to others;
  - Observe and comply with the law on copyright or other laws of the HKSAR;
  - Do not post materials on areas which may cause damages or stain to building fabrics, e.g. floor, wall, ceiling, lamp-posts, lifts, escalators, etc. Use notice boards as provided;
  - Use string or other removable devices to fix banner/flags/promotional materials. Do not use adhesive tapes;
  - Hang banner on the railing, but not the lamp-posts; and
  - Do not disseminate or display information or materials of commercial nature.
7. The activities to be carried out should be appropriate to the venue and pose no potential hazard to the University community. Users should ensure the activities are conducted safely.
8. FMO reserves the right to remove and dispose of any material or stop any activities that do not comply with the above-mentioned rules without notice.