# THE HANG SENG UNIVERSITY OF HONG KONG

**HSUHK Jockey Club Residential Colleges**

**Booking Procedures of Communal Hall/ Room and its Regulations**

1. **Eligible Users**
	1. The Communal Hall and Communal Room are primarily for the use of residents of Residential Colleges (RC) of Hang Seng Management College (HSUHK). Bookings made by individual residents (including Residential College Tutors) and Students Residents’ Association (SRA) should be recommended by a Residential College Master/ Associate Master.
	2. HSUHK Staff may also book the venues for organizing HSUHK or student activities.

# Application

* 1. Application by individual residents (including Residential College Tutors) and Students Residents’ Association (SRA) can be made 2 months in advance; whereas application by HSUHK Staff can be made 1 month in advance.
	2. Completed application form should be submitted to RCU at least 7 working days before the event. Late application will not be considered.
	3. Selection of successful application is on a first-come-first-served basis and is decided by the nature of the activity. Applicant will be normally informed by RCU about the result 3 working days after submitting the application.
	4. Cancellation of booking should be made in writing to the RCU at least 3 working days before the commencement of the event.
	5. For any special request, such as on-the-day booking, advance bookings exceeding the entitled period and multiple/block bookings for special functions, the applicant must send the request to RCU via email (rescolleges@hsu.edu.hk).

# Use of Venue

* 1. Applicants must sign at RCU before and after using the venue.
	2. All activities held in the venue must end by the specific time stated in the application form.
	3. Users should restore all furniture and equipment to their original positions and clean up thoroughly afterwards. Nothing is to be affixed inside and outside the venue without the consent of HSUHK. No items belonging to HSUHK are allowed to be taken away.
	4. Users have to evaluate the risks and take precautions to ensure the safety of participants and of HSUHK property. Users absolve HSUHK from any liability in connection with the use of the facility. HSUHK will not be responsible for any harm, injury, loss, or damage to personal property in connection with the use of the venue.
	5. Users and/or organizers are responsible for any payment for cleaning the venue and decorations, e.g. smear. Any damage/disorder of equipment, furniture or fixtures in the venue should be reported to RCU at once and users are liable for the damage. In case of misuse or negligence, users will be held responsible for the total cost incurred for repair or replacement.
	6. Users should not cause any noise nuisance to the environment.
	7. No business or commercial activities are allowed in the venue. Any sales or fund-raising activities should obtain the prior approval of Student Affairs Office (SAO). Users are not allowed to charge supplier/external organizations any rental fees for using the venues for sale or fund-raising activities.
	8. Under normal circumstances, alcoholic drinks are not allowed to be consumed at the Communal Hall or Communal Room. Organizers who wish to serve alcoholic drinks in the venue must obtain prior approval from AVP(SDCS) via RCU. Organizers should provide adequate supervision of the activity to avoid excessive drinking. Students whose behavior appear to be influenced by alcohol may be subject to disciplinary action.

# Arrangements in Case of Typhoon

* 1. If a Pre-No. 8 Typhoon Warning Signal or above is hoisted, all activities should be terminated immediately or as soon as practicable. Users should leave the venue without delay.

# Others

* 1. Apart from the aforesaid regulations, applicants and users should abide by the Regulations and Rules of Residential Colleges and Old Hall.
	2. Users who fail to observe the aforesaid regulations and/or specific regulations for the use of certain venues (if any), HSUHK reserves the right to stop the activity and to vacant the venue immediately. The misbehavior may also be reported to authorities concerned for appropriate actions.
	3. HSUHK reserves the right to cancel, postpone, or alter arrangements for any booking as well as stop or interrupt the function when necessary.
	4. HSUHK reserves the right to make any changes to the rules and regulations without notice.

*RCU/Facility/Regulations for Communal Hall & Communal Room 2017/04*

# THE HANG SENG UNIVERSITY OF HONG KONG

Ref. No.:

*(For Office Use)*

**HSUHK Jockey Club Residential Colleges Communal Hall / Communal Room Booking Form**

**Important Notes:**

1. **Activities held in Communal Hall or Communal Room should be primarily for the residents of the Residential　Colleges.**
2. **This application will be considered by the Residential Colleges Unit (RCU). Applicants will be normally informed about the application result within 3 working days after submitting application.**
3. **Please read the Regulations for the Use of Communal Hall and Communal Room before completing this application form.**
4. **Copy of the approved application will be sent to the applicant.**
5. **Please bring the approved form to the (RCU) on the day of booking.**
6. **Notice of cancellation should be made at RCU 3 working days before the commencement of the event.**

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| **Particular of Applicant** |
| Name of Applicant: |  | Room No.: |  |
| Student No.: |  | Contact No.: |  | Email: |  |
| Title:  |  | Office/ Department/Organization: |  |
| **Details of Function** |
| Title of Function: |  |
| Details of Booking: |  |
| Date: |  | Time: |  | *(Opening hours: from 9:00am to 10:00pm)* |
| Nature: | 　　　Gathering | 　　　High Table Dinner | 　　Meeting | 　　Seminar　 |
|  | 　　　Others, please specify: |  |
| Estimated No. of Participants: | Residents: |  | Non-residents: |  | HSUHK Staff: |  |
|  | Outsiders: |  | **Total**:  |  |  |
| Venue required *(either one)*: | 　　　Communal Hall | 　　　Communal Room (at Mosaic College) |
| Furniture and Equipment Loan: | 　　AV Equipment | 　　　Folding table(s) (Qty: 　　 ) |
|  | 　　iPad & Card Reader for registration | 　 Stacking Chair(s) (Qty: 　 　 ) |
| **Please 🗹 if alcoholic beverages will be served during your function:** |
| 　　F & B **with** alcoholic beverages | 　　　F & B **without** alcoholic beverages |

***Please note that the applicant will be required to arrange moving, setting and returning furniture and/or equipment,　cleaning the venue and restoring the venue to the original setting.***

***I undertake that the participants of the activity will comply with all regulations and conditions set out for the use of the Communal Hall or Communal Room and will take full responsibility in the event of any violation of the regulations and conditions and any accidents howsoever caused.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature of Applicant |  | Chop of Society (if applicable) |  | Date |
|  |  |  |
| Signature of Master / Associate Master of Residential College (if applicable) |  |  | Date |

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| **Confirmation of Booking (to be completed by Residential Colleges Unit)** |
| * Rejected,　reason:
 |  |
| * Confirmed by:
 | 　　　　　　　　　　　　　　Date: | 　　　　　Date: |
| 　For office　use: | 　Chart-marking  Security  Cleaner  Applicant |

*RCU/Form/Communal Hall 2018/04*