

## **Multimedia Laboratory**

### **Regulations for Use**

1. The Laboratory is open for the exclusive use of students and resident tutors of student hostels of Shaw College, The Chinese University of Hong Kong during the following periods:
  - A. Monday : 9:00 a.m. – 0:00 a.m. (next day)
  - B. Tuesday to Friday : 24 hours
  - C. Saturday: 0:00 a.m. – 6:00 p.m.
  - D. Sunday and Public Holidays : Closed

*[In case the Laboratory is close for IT sharing sessions, pre-session notice will be sent via email, posted on College website and in the Laboratory in due course.]*
2. Each set of computer is available on a first-come-first-served basis.
3. No eating or drinking is allowed.
4. For the comfort of all users in the Laboratory, please keep your noise at minimum level.
5. Users shall not alter the furniture arrangement in the Laboratory and shall maintain the Laboratory in a clean and tidy condition.
6. Users are liable for the cost of reinstating or replacing any part of or any property in the Laboratory which is damaged, destroyed, stolen or removed when they use the property.
7. Users are responsible for their own safety and personal belongings.
8. The Committee may hold discretion to prohibit or delay the admission of any person to the Laboratory, or at any time order any person out of the Laboratory if such person contravenes the terms and conditions of use.
9. Users are responsible for their data files.
10. The Committee reserves the rights to amend the above regulations.

For enquiries, please contact Ms. Lam, Shaw College at 3943 7360 or [carollam@cuhk.edu.hk](mailto:carollam@cuhk.edu.hk)

IT Resources Planning &  
Management Committee  
Shaw College

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