



The Chinese University of Hong Kong Shaw College

Multi-purpose Activity Rooms Guidelines and Regulations of Hire

A. Application

1. Applications should be made through the prescribed application form to be sent to the College or through online booking system at least 5 working days in advance.
2. The College reserves the right to impose such conditions as it considers appropriate, and to refuse, in its absolute discretion any such applications.
3. For enquiries and application, please ring 3943 7355 / 3943 7363 or visit the College homepage: <http://www.cuhk.edu.hk/shaw>

B. Activity Room Information

	Wen Lan Tang LG201	Wen Lan Tang LG502	Wen Lan Tang LG601
Opening Hours	Monday to Friday: 9:00 a.m. to 9:30 p.m. Saturday: 9:00 a.m. to 6:00 p.m. Sunday & Public Holiday: Closed		
No. of Seat	30	80	10
Equipment	Campus Network Connection (Classnet)	--	--

C. Hire Charge*

	External Hirers		Internal Hirers	
	Other Organizations	Related Organizations	Income- generating Activities	Non-income- generating Activities
Wen Lan Tang LG 201 & LG601	<i>(Per Session-2 Hours)</i>			
	\$535	\$400	\$180	Free
Wen Lan Tang LG 502	\$760	\$580	\$260	Free

*According to university approved of Lecture / Seminar Rooms.

- Note:
- 1) A Deposit HK\$ 200 fare should be payable for non-dining bookings. For booking with dining elements, deposit will be HK\$ 500 per booking. Deposit will be returned interest freely after presenting the receipt to the College staff at the Information Counter of Wen Lan Tang 1 working day after the event. The College will leave the deposit and the hirer will not be allowed to hire the Centre within one year if the hirer violates the regulations.
 - 2) Payment for booking should be made to the College with a crossed cheque payable to The Chinese University of Hong Kong or Cash.

D. Regulations

1. Activity rooms are opened for hire by staff or with priority given to internal student organizations.
2. Prior booking is required. No walk-in users are allowed.
3. The hirer should return the activity room on time and no deposit will be refunded if the activity room is used over-time.
4. The hirer is responsible for turning off the lights, air-conditioners and locking the room before leaving.
5. No smoking is allowed.
6. No cooking is allowed.
7. The hirer should leave the activity room clean and tidy.
8. The hirer is responsible for paying the College on demand the cost of reinstating or replacing any part of or any property in the activity rooms which is damaged, destroyed, stolen or removed during the period of hire.
9. The hirer is responsible for the safety and personal belongings of its participants. The College is not liable for any personal injury or loss during the period of hire.
10. The College may at its discretion prohibit the admission of any person or at any time order any person out of the activity rooms if such person contravenes the terms and conditions of hire.
11. The College reserves the rights to amend the above regulations.

Shaw College

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