



**The Chinese University of Hong Kong
Shaw College**

**Huen Wing Ming Buliding
(Multi-purpose Learning Centre)
Guidelines and Regulations of Hire**

A. Application

1. Applications for the use of Huen Wing Ming Buliding (Multi-purpose Learning Centre) shall be made through the completion of a prescribed application form to be sent to the College 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 and without giving any reasons, any such applications.
3. For enquiries and application form, please contact 3943 7360 or visit the College homepage : <http://www.cuhk.edu.hk/shaw>

B. Hire Charges

	Internal Hirers
	Non-income-generating Activities
Per Session – 2 hours (A basic sound system is provided for hirer)	
Multi-purpose Learning Centre – G/F	Free
Multi-purpose Learning Centre – LG/F	Free

Note: 1) A Deposit HK\$ 500 fare should be payable for non-dining bookings. For booking with dining elements (at G/F pantry only), deposit will be HK\$ 800 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) Classifications of hirers

Internal Hirers

Activities organized or sponsored by CUHK academic/non-academic departments/units, including student bodies and staff organizations.

Non-income-generating activities

- UGC funded activities and the no. of participant should be more than 20
- Restricted to members of CUHK
- Sufficient reason for hiring and related certified document should be provided.

C. User Regulations

1. The Centre is normally hired for organizational use only.
2. The Centre is open for booking from 9:00 to 22:00 except Saturday after 18:00, Sunday and public holidays. Prior booking is required and no walk-in users are allowed.
3. The hirer should return the Centre on time and no deposit will be refunded if the Centre is used over-time.
4. No smoking is allowed.
5. No cooking is allowed.
6. The hirer should keep the Centre clean, collect and dispose all the garbage to the refuse collection station (opposite to Kuo Mou Hall).
7. The hirer shall not alter the furniture arrangement in the Centre and shall leave the Centre in a clean and tidy condition after hire.
8. The hirer shall pay the College on demand the cost of reinstating or replacing any part of or any property in the Centre which is damaged, destroyed, stolen or removed during the period of hire.
9. No decoration is allowed without the prior consent of the College in writing.
10. 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.
11. The College may at its discretion prohibit or delay the admission of any person to the Centre, or at any time order any person out of the Centre if such person contravenes the terms and conditions of hire.
12. The College reserves the rights to amend the above regulations.

Shaw College

July, 2014