



The Chinese University of Hong Kong Shaw College

Classrooms in Wen Lan Tang Guidelines and Regulations of Hire

A. Application

1. Internal hirers please inquire Registration & Examinations Section at 3943 8966 / 3943 8967.
2. External hirers should be made through the prescribed application form to be sent to the College at least 5 working days in advance.
3. The College reserves the right to impose such conditions as it considers appropriate, and to refuse in its absolute discretion any such applications.
4. For enquiries and application forms, please contact 3943 7360.

B. Classroom Information and Equipment

Wen Lan Tang LG204	
Opening Hours	Monday to Friday : 09:00 to 21:15 Saturday : 09:00 to 18:15 Sunday and Public Holiday: Closed
No. of Seat	80
A/V equipment	<ul style="list-style-type: none"> ➤ Computer ➤ Projection Screen ➤ LCD Projector ➤ Visualizer ➤ DVD Player ➤ Wired microphone ➤ Wireless microphone ➤ Clip microphone <p><i>(Please refer to Audio Visual Services Unit for details of the above equipment: http://www.avsu.cuhk.edu.hk)</i></p> <ul style="list-style-type: none"> ➤ Campus Network Connection (Classnet) <p><i>(Please refer to ITSC : http://www.cuhk.edu.hk/itsc/network/classnet)</i></p>

C. Hire Charges

	External Hirers		Internal Hirers	
	Other Organizations	Related Organizations	Income-generating Activities	Non-income-generating Activities
Base charge per TWO hours*	\$715	\$545	\$245	Free

*According to university approved of Lecture / Seminar Rooms.

D. Regulations

1. Classrooms are open for hire by staffs and approved student organizations.
2. Prior booking is required. No walk-in users are allowed.
3. Classrooms will be opened 10 minutes prior to the time booked.
4. The hirer is responsible for opening and locking the A/V equipment cabinet, please obtains the password for the digital lock at 3943 7355 before the time booked.
5. The hirer is responsible for the setting up of A/V equipment in the classrooms. For enquiries, please call the emergency hot-line of the Audio Visual Services Unite at 3743 6060.
6. The hirer is responsible for turning off the lights, air-conditioner, all A/V equipment and locking the room before leaving.
7. No eating, drinking and smoking is allowed.
8. The hirer should not alter the furniture arrangement in the classrooms and should leave the classroom clean and tidy.
9. The hirer is responsible for paying the College on demand the cost of reinstating or replacing any part of or any property in the classrooms which is damaged, destroyed, stolen or removed during the period of hire.
10. The hirer is responsible for the safety and personal belongings of the users of the room in question. The College is not liable for any personal injury or loss during the period of hire.
11. The College may at its discretion prohibit the admission of any person or order any person out of the classroom if such person contravenes the terms and conditions of hire.
12. The College reserves the rights to amend the above regulations.

Shaw College