



# 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 7361.

### B. Classroom Information and Equipment

|                     | Wen Lan Tang LG204  |            |              |                     |                    |                 |                       |              |                   |
|---------------------|---|------------|--------------|---------------------|--------------------|-----------------|-----------------------|--------------|-------------------|
| Opening Hours       | Monday to Friday : 09:00 to 21:15<br>Saturday : 09:00 to 18:15<br>Sunday and Public Holiday: Closed   |            |              |                     |                    |                 |                       |              |                   |
| No. of Seat         | 80  |            |              |                     |                    |                 |                       |              |                   |
| A/V equipment       | <table><tbody><tr><td>➤ Computer</td><td>➤ DVD Player</td></tr><tr><td>➤ Projection Screen</td><td>➤ Wired microphone</td></tr><tr><td>➤ LCD Projector</td><td>➤ Wireless microphone</td></tr><tr><td>➤ Visualizer</td><td>➤ Clip microphone</td></tr></tbody></table> <p>(Please refer to Audio Visual Services Unit for details of the above equipment:<br/><a href="http://www.avs.cuhk.edu.hk">http://www.avs.cuhk.edu.hk</a>)</p> <p>➤ Campus Network Connection (Classnet)<br/>(Please refer to ITSC : <a href="http://www.cuhk.edu.hk/itsc/network/classnet">http://www.cuhk.edu.hk/itsc/network/classnet</a>)</p> | ➤ Computer | ➤ DVD Player | ➤ Projection Screen | ➤ Wired microphone | ➤ LCD Projector | ➤ Wireless microphone | ➤ Visualizer | ➤ Clip microphone |
| ➤ Computer          | ➤ DVD Player  |            |              |                     |                    |                 |                       |              |                   |
| ➤ Projection Screen | ➤ Wired microphone  |            |              |                     |                    |                 |                       |              |                   |
| ➤ LCD Projector     | ➤ Wireless microphone   |            |              |                     |                    |                 |                       |              |                   |
| ➤ Visualizer        | ➤ Clip microphone   |            |              |                     |                    |                 |                       |              |                   |

## C. Hire Charges

|                            | Activities funded by non-Government departments |                          |                          | Activities funded by Government departments and agencies          |
|----------------------------|---|--------------------------|--------------------------|---|
|                            | Profit-making organizations                     | Non-profit organizations | Solely organized by CUHK | Solely organized by CUHK or co-organized with other organizations |
| Base charge per TWO hours* | 1,080   | 810                      | 360                      | No Charge   |

\*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. Environmental surcharge will be levied (\$4,000 for first 3 hours and \$1,000/hour thereafter) for usage on Sundays or Public Holidays of Classrooms/lecture theatres on Sunday or Public Holidays in building with central air-conditioning other than YIA, wherever applicable.
12. 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.
13. The College reserves the rights to amend the above regulations