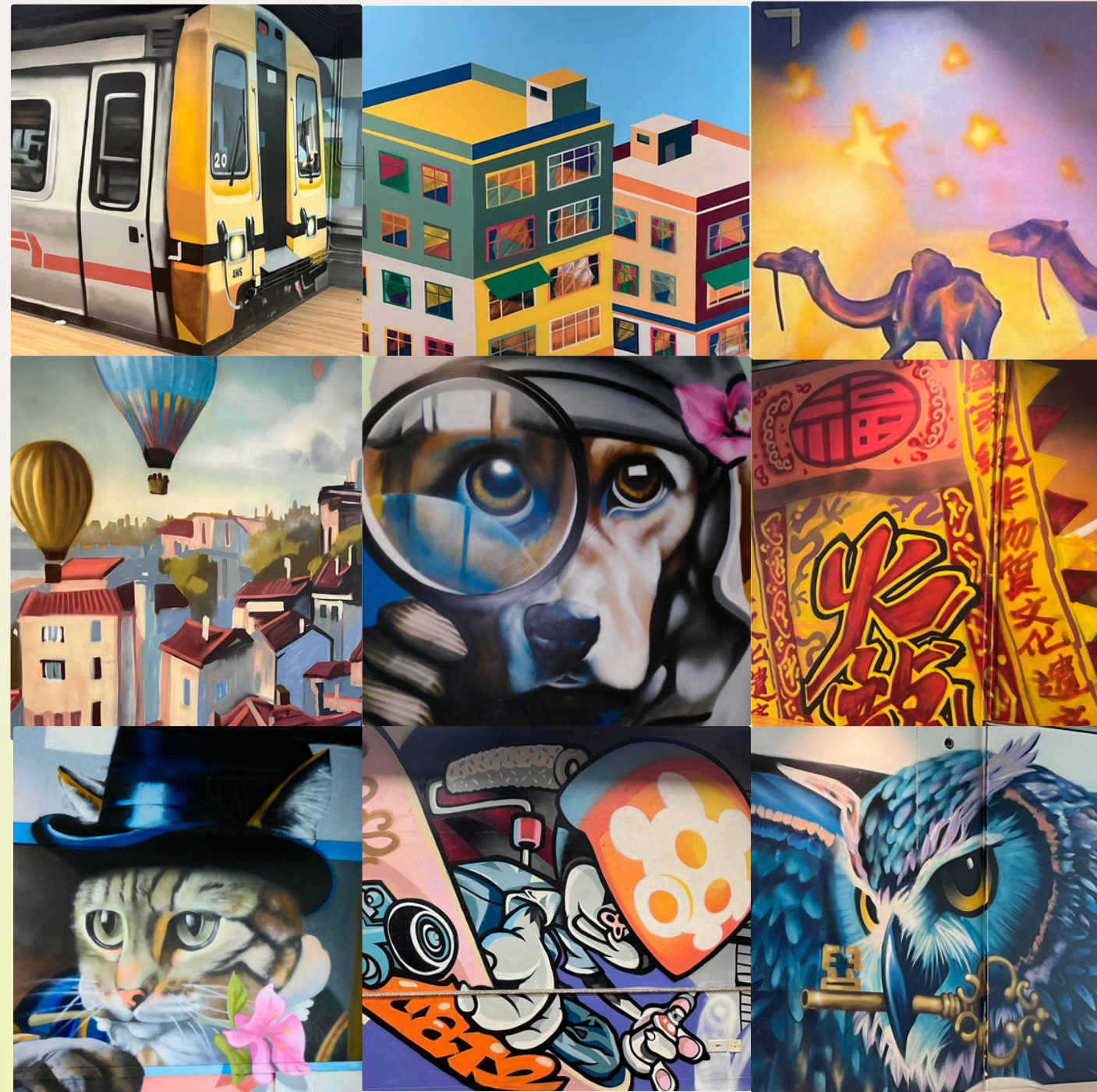


BOOKING PROCEDURES & GUIDELINES



STUDENT CENTRUM

How to book rooms for meetings/activities

WELCOME TO RESOURCE BOOKER

This is the CityU's centralised booking system which allows bookings of many kinds of resources. If you are interested in managing your resources via this booking system, please contact the Computing Services Centre via IT.ServiceDesk@cityu.edu.hk.

LOGIN



SDS STUDENT CENTRUM ROOM

ROOM CODE **R6204**

BUILDING **BOC**

FLOOR **Student Centrum A - 6/F**

TYPE **Activity Room**

CAPACITY **35**

ROOM IMAGE [BOC - R6204](#)



BOC - R6205

BOC - R6207

BOC - R6209

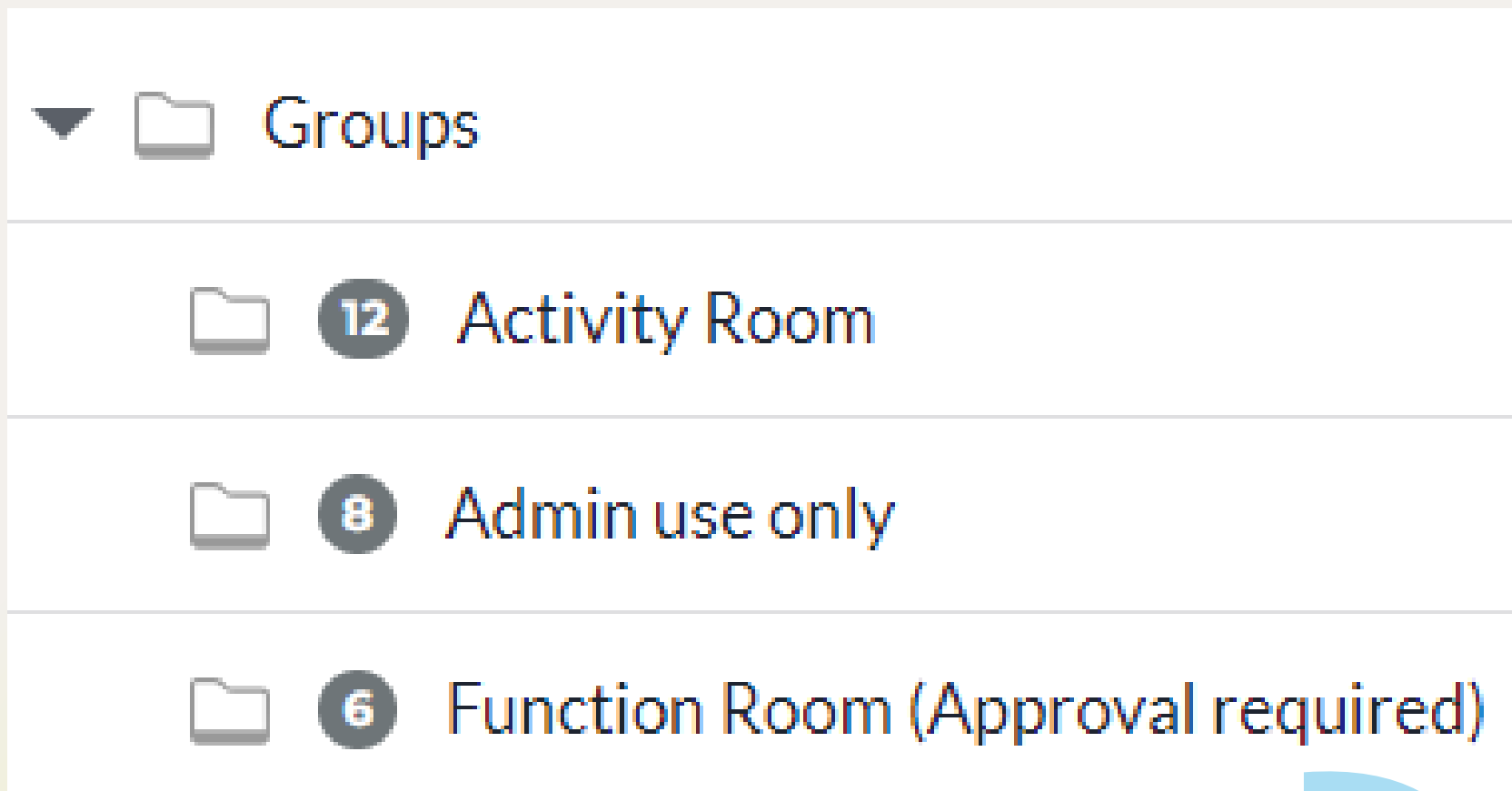
BOC - R6210

BOC - R6211

BOC - R6212



How to book rooms for meetings/activities



Activity room:

- Make a booking on Resource Booker
- tap your student card to access the room during your booking hours

Function room:

- Make a booking on Resource Booker at least **one week** in advance.
- Wait for approval which takes 2-3 working days.
- Tap your student card to access the room during your booking hours

Basic Setting in Rooms



General Information of BOC 6/F and 7/F Student Centrum

Function Rooms (Online Booking: Resource Booker → SDS Student Centrum Room → Approved by SDS → Tap your card to access the room)

Room	Function	Approximate Capacity	Furniture		Remark
			Tables (h132cm x w55cm)	Chairs	
6207	Holding events and activities	50	9	30	If you require any additional furniture and/or equipment such as a portable speaker, microphone, whiteboard, etc., please fill out the designated form provided to make further arrangements.
7209	Holding events and activities	30	8	20	
7211	Holding events and activities	30	By request only		
7217	Holding events and activities	30	By request only		

Activity Rooms (Online Booking: Resource Booker → SDS Student Centrum Room → Tap your card to access the room)

Room	Function	Approximate Capacity	Furniture		Remark
			Tables (h132cm x w55cm)	Chairs	
6202	Holding events and activities	20	6	15	If you require any additional furniture and/or equipment such as a portable speaker, microphone, whiteboard, etc., please fill out the designated form provided to make further arrangements.
6203	Holding events and activities	20	6	15	
6204	Holding events and activities	20	4	15	
6205	Holding events and activities	20	6	15	
6209	Holding meetings or discussions	10	5	8	
6212	Holding Meetings or discussions	6	2	6	
6213	Holding Meetings or discussions	6	2	6	
7208	Holding events and activities	0	0	0	
7213	Practice of dancing and art performance, or holding				
7219	Holding events and activities				
7222	Holding events and activities				
7220	Practice of dancing and art performance, or holding				

FMO Equipment request (Student Centrum)

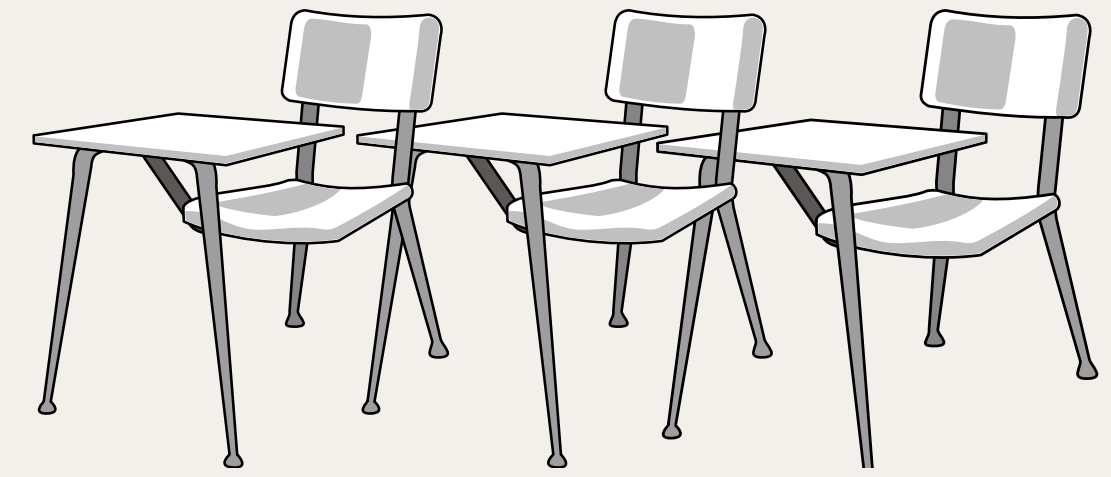
*Please make the request at least one week in advance. If the equipment is no longer required, the eligible users should be contacting liaison staff AND email (sdssat@cityu.edu.hk) the scheduled event.

(FMO equipment)

1. Table
2. Chair
3. High table
4. High chair
5. A3 stand
6. Table cloth (Green)

Co-working Space (No prior booking required)

Room	Seats Available	Access restricted
6215	24	



- Check “**General Information of BOC 6/F and 7/F Student Centrum**” for the number of chairs and tables
- Fill in forms to request additional furniture, equipment at least **one week** in advance
- All forms are available on **Resource Booker**

Student Lounge & Co-working Space



**R6215 Co-working Space
For student officers only**

- No advance booking required
- Don't move the furniture around
- Tidy up before leaving!!!!



Student Lounge