

City University of Hong Kong

Student Residence Office

Regulations for the Use of Multi-Function Hall in the Ma On Shan Compound

1. Eligible Users

Bookings can only be made by Residence Master subject to the approval on individual activity proposal for residents in the Student Residence.

2. Application Procedures

2.1 All booking can be made 1 month in advance.

2.2 Selection of successful applications is on a first-come-first served basis and decided by the nature of the activities (priority will be given to hall residents). Applicants will be informed by SRO 5 working days after submitting applications.

2.3 For any special request, such as on-the-day booking, advance bookings exceeding the entitled period and multiple/block bookings for special functions, the applicant is required to send the request to SRO via e-mail (sro.mos@cityu.edu.hk).

Submission of applications	1month in advance
Approval of applications	- On first-come-first-served basis; and - Subject to the nature of activities (priority will be given to hall activities for hall residents)
Application result	Release after 5 working days of application submission
Special requests (e.g. on-the-day booking, advance booking exceeding the entitled period and multiple/block bookings for special functions)	Applicant is required to send the request to SRO via email (sro.mos@cityu.edu.hk)

3. Cancellation

Cancellation of bookings should be made in writing and sent to SRO at least THREE working days before the commencement of the event.

4. Important Notes

4.1 All bookings are governed by [Code of Student Conduct](#), [Regulations Governing the Use of Venues](#) and [Regulations Governing Student Residence](#).

4.2 Maximum booking for each event is 2 days.

4.3 No overnight booking is accepted.

4.4 Alcoholic drinks are not allowed without prior permission from the University. Organizer(s) who wish to serve alcoholic drinks in the venue must provide adequate supervision of the activity to avoid excessive drinking. Prior approval of SRO must be obtained. Students who exhibit behavior that appears to have been influenced by alcohol may be subject to disciplinary action.

4.5 Smoking is strictly prohibited. Gambling or betting in any form is not allowed.

4.6 Users should not cause any noise nuisance to the environment.

4.7 Any use for sales or fund-raising activities should obtain the prior approval of SRO. Users are not allowed to charge supplier/external organizations any rental fees for using the venues for sale or fund-raising activities.

4.8 Users have to take precautions to ensure the safety of participants and of University property. Please supervise minors or children. Users absolve the University from any liability in connection with the use of the facility. The University reserves the right to require insurance coverage and may require the presence of the University safety personnel during the rental period, the cost of which will be borne by the users.

- 4.9 Users should restore all furniture and equipment to their proper positions, turn off the lights and air-conditioning, and clean up thoroughly afterwards. Nothing is to be affixed inside and outside the venue without the consent of the University. No items belonging to the University are allowed to be taken away.
- 4.10 Users should study the operation instructions before using the AV or other equipment.
- 4.11 For display boards, users should remove all publicity materials and tapes immediately at the expiry of the booking period. SRO will not be responsible for the safekeeping of any publicity materials.
- 4.12 Users and/or organizers are responsible for any payment for cleaning the venue and decorations. Any damage/disorder of audio-visual equipment, furniture or fixtures in MFH should be reported to SRO at once and liable for the damage. In case of misuse or negligence, users will be held responsible for the total cost incurred for repair or replacement.

5. Arrangements for Adverse Weather

- 5.1 If a Rainstorm Black Warning is hoisted, for the sake of safety, organizers should stop all outdoor activities until the signal is lowered.
- 5.2 If a Pre-No. 8 Typhoon Warning Signal or above is hoisted, all activities should be suspended as soon as practicable. Users should leave the venues without delay. No refund for the booking will be available.

6. Others

- 6.1 Users who fail to observe the aforesaid regulations and/or specific regulations for the use of certain venues (if any) may be barred from using the venues and/or borrowing furniture/equipment. The misbehavior may also be reported to authorities concerned for appropriate actions.
- 6.2 The University reserves the right to cancel, postpone, or alter arrangements for any booking if necessary. Users should indemnify the University against any claims arising.

Student Residence Office (MOS)
25 October 2024