

范克廉樓LG13AB室（會議廳／排演室）使用規則

User Guidelines of Room LG13AB (Conference Hall / Rehearsal Room) at Benjamin Franklin Centre

基本資料 Basic Information

1. 會議廳／排演室只供持有效「中大通」的香港中文大學學生及教職員使用。
The use of the Conference Hall / Rehearsal Room is restricted to CUHK students and staff use upon presentation of valid CU Link Card only.
2. 會議廳／排演室於星期一至日開放，時間為上午9時至晚上10時，公眾假期休息。
The Conference Hall / Rehearsal Room is open from Monday to Sunday from 9:00 am to 10:00 pm. It is closed on public holidays.
3. 會議廳／排演室只供團體預約借用，借用單位在一星期內（星期日至星期六），最多可借用兩個時段（一個時段最長為連續四小時）。借用單位可自行在學生事務處網上借用服務系統辦理借用手續。
The Conference Hall / Rehearsal Room is open for group reservations only. Each user group could only reserve the Conference Hall / Rehearsal Room for TWO sessions (one session lasts for a maximum of four consecutive hours) within a week (Sunday to Saturday). Eligible users could make reservation via **OSA Online Facilities Booking System**.
4. 會議廳／排演室可於使用前六個月申請借用。
The Conference Hall / Rehearsal Room could be reserved up to six months in advance.
5. 除農曆新年假期或特別情況外，會議廳／排演室全年均可借用。
The Conference Hall / Rehearsal Room are available for reservation throughout the year, except for Lunar New Year holidays and other special occasions.
6. 如學生事務處認為會議廳／排演室不宜使用，有權將之關閉，毋須事前通知；關閉期間的所有預借將被取消。
The Office of Student Affairs reserves the right to close the Conference Hall / Rehearsal Room without prior notice when, in its opinion, they are not suitable for use. All reservations within the closing period will be cancelled.

使用規則 Rules and Regulations

1. 學生事務處職員及其授權之人士有權隨時檢查會議廳／排演室使用者的「中大通」，使用者必須出示。所有「中大通」只供持有人使用，不得轉借；非法使用他人或已報失之「中大通」的學生／教職員，其「中大通」會被沒收，而學生事務處亦會提請大學對有關人士作紀律處分。職員亦有權要求未能出示有效「中大通」的人士立即離開會議廳及排演室。
Users must present their CU Link Card to the staff of the OSA or any party authorized by the OSA upon request. The Card is non-transferable and for exclusive use of the person named on the card only. If any student/staff found using a CU Link Card that belongs to another person or that has been reported lost, the card will be confiscated and the student/staff is liable to disciplinary action. The staff reserves the right to request any person who fails to present a valid CU Link Card to leave the Conference Hall / Rehearsal Room immediately.
2. 會議廳之視聽器材（包括投影機及銀幕）只供團體預約借用會議廳／排演室時同時使用，可借用時間為星期一至星期五之早上9時至下午5時（公眾假期除外），請前往學生事務處（范克廉樓一樓101室）辦理借用手續，借用團體之負責人必須出示其有效之中大通及由網上借用設施系統發出之確認電郵。

AV equipment (including overhead projector and screen) at the Conference Hall / Rehearsal Room is only available for use by group reservations from 9 am to 5 pm from Monday to Friday (except public holidays). The person in charge of the user group should present his/her valid CU Link Card and the confirmation generated by the Online Facilities Booking System to collect the controllers of the AV equipment at Office of Student Affairs (Room 101, 1/F, Benjamin Franklin Centre).

借用視聽器材地點 AV equipment Borrowing Location	辦工時間 Opening Hours
學生事務處 范克廉樓一樓 101 室 Office of Student Affairs Room 101, 1/F, Benjamin Franklin Centre	星期一至五上午 9 時至下午 1 時 下午 2 時至下午 5 時 9:00 am - 1:00 pm, 2:00 pm - 5 pm, Mon - Fri

- 請小心使用會議廳／排演室內設施；使用者及借用團體必須清理場地，並回復原狀。若場地或設施有任何損壞，須按值賠償。
Please take good care of the facilities in the Conference Hall / Rehearsal Room. Users are responsible for reinstating the facility to its original condition immediately after use. In case of any loss or damage, users are responsible to pay for the repair or replacement.
- 校園內嚴禁吸煙。會議廳／排演室，不准飲食（清水除外）。
Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Conference Hall / Rehearsal Room (except water).
- 會議廳／排演室內不可舉辦任何商業或金錢交易活動。
Any kinds of commercial activities or activities involving money transaction are prohibited in the Conference Hall / Rehearsal Room.
- 借用團體不得轉借場地。
Transferal of reservation is not allowed.
- 如因活動取消而毋須借用會議廳／排演室，應盡快自行在學生事務處網上借用服務系統辦理取消手續。如未有按時使用會議廳／排演室，亦未有辦理取消手續，有關團體的借用權利將暫時中止，恢復日期由學生事務處按情另行通知。
If a reservation is no longer required, users must cancel the booking via **OSA Online Facilities Booking System** as soon as possible. Failure to do so is subject to suspension of reservation until further notice by Office of Student Affairs.
- 若遇上大學有重要活動擬在同一時間地點舉行，借用單位須讓出房間。
User group is required to release the reservation if the University subsequently plans to hold an important event at the same time and in the same place.

防疫措施 Infection Control Measures

為減低新冠肺炎（COVID-19）在校園內傳播風險，所有使用者必須遵守以下措施：
To prevent the spread of COVID-19 on campus, all users must observe the following measures:

- 所有使用者於使用設施時必須佩戴外科口罩
All users are required to wear a surgical mask when using the facilities
- 所有使用者於使用設施時應時刻保持適當社交距離，建議至少一米距離
All users should properly maintain social distancing, better keeping a distance of at least 1 metre from each other

3. 在任何時候，會議廳／排演室限最多五十人逗留
A maximum of FIFTY users are permitted to remain in the Conference Hall / Rehearsal Room at any time
4. 所有中心使用者必須遵守大學之《校園防疫措施》及《社交及非學術活動指引》
All Staff-Student Centres users must comply with the infection control measures and the Referencing Guidelines for Social and Non-academic Events during COVID-19 of the University
5. 所有中心使用者必須遵守政府之《預防及控制疾病條例》
All Staff-Student Centres users must comply with the Prevention and Control of Disease Ordinance of the Government

注意事項 Notes

1. 如於辦公時間外需要緊急協助，請聯絡保安處（電話：3943 7999）。
For emergency assistance outside office hours, please contact Security Office (Tel: 3943 7999).
2. 借用團體必須嚴格遵守本使用規則。若有違反，學生事務處有權停止其使用權利，最長可達六個月。
All users must abide by the rules and regulations set out for the Conference Hall and the Rehearsal Room. Office of Student Affairs reserves the right to debar users who fail to observe the aforesaid regulations from using the venue for up to six months.
3. 學生事務處有權於任何時間對本規則作出修改而不作預先通知。
Office of Student Affairs reserves the right to amend the terms and conditions of these guidelines without prior notice.
4. 倘中文版本與英文翻譯本有任何歧異或不一致，概以中文版本為準。
The Chinese version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.