

**香港中文大學**  
**師生中心使用條款及細則**  
**(適用於范克廉樓、富爾敦樓及龐萬倫學生中心)**

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Terms and Conditions of Use of Staff-Student Centres**  
**(Benjamin Franklin Centre, John Fulton Centre and Pommerenke Student Centre)**

**(一) 一般資料 General**

1. 本使用條款及細則由師生中心管理委員會授權學生事務處執行，師生中心管理委員會擁有對本使用條款及細則之闡釋權及修訂權。  
This set of Terms and Conditions of Use is executed by the Office of Student Affairs as delegated by the Staff-Student Centres Management Committee. The Staff-Student Centres Management Committee owns full rights of interpretation and amendment of this set of Terms and Conditions of Use.
2. 各師生中心場地及設施只供持有效「中大通」的香港中文大學學生及教職員使用。個別場地可供學生及教職員預借；如欲借用，可於學生事務處網上借用系統辦理手續，詳情請參閱個別場地之使用規則。  
The use of any venue and facility in the Staff-Student Centres is restricted to CUHK students and staff upon presentation of valid CU Link Card only. Some venues are available for prior reservation by students and staff. Reservations can be made via the OSA Online Facilities Booking System. For details, please refer to the rules and regulations of respective venues.
3. 由大學授權之人員有權隨時核對使用人士身份，使用者必須按要求出示有效「中大通」。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。  
Authorized staff acted on behalf of the University could at any time request to check the status of all Users, Users must present valid CU Link Card upon request. CU Link Card is non-transferable and is 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.

**(二) 使用者約章 Covenant by Users**

4. 使用者必須遵守香港中文大學規則及香港法律，並履行本使用條款及細則及個別場地之使用規則。使用者在使用場地時必須符合大學的利益，所進行之活動亦須配合大學推動全人發展之目標。如有違反，學生事務處有權即時終止進行中的活動、要求違規者立即離開場地、取消其預約、停止借用其他學生事務處管理的設施，或收取罰款。學生事務處有權向相關組織報告違規事項，嚴重違規可能導致紀律處分或開除學籍。  
Users must observe the regulations of The Chinese University of Hong Kong and the Law of Hong

Kong. Users should ensure by the performance by themselves using any venue of this set of Terms and Conditions of Use as well as other rules and regulations formulated for different venues. All Users are to act in the best interest of the University when using the venue, only activities which facilitate the goal of whole-person development of the University are allowed. Any breach of regulations may lead to immediate suspension of the activities, expelling from the premises, cancellation of bookings, prohibition of future use of any facilities under the administration of the Office of Student Affairs, or payment of fines. The Office of Student Affairs reserves the right to report any case of violation of the regulations to the authorities concerned. Serious offence may result in disciplinary actions or termination of study.

### **(三) 受傷及損毀責任 Responsibility for Injury and Damage**

5. 在使用場地期間，如場地內有任何財物損毀；或使用場地人士有任何財物損毀，不論該損毀在任何情況下由何人導致，使用者均須承擔所有責任。在使用場地期間，如發生任何遺失或損毀事件，或任何使用場地人士遭遇死亡、受傷、遺失或損毀，又或因任何原因，包括機械故障、水或電力洩漏或意外、火警、颱風、違法事件、天災，導致使用中或取消，以致任何遺失或損毀，大學將不會負上任何責任，而使用者須替大學對因而引起的所有追討行動、訴訟、要求、損失和開支作出賠償。使用者應按需要自行購買適當的保險(包括第三者保險)。

Users accept responsibility for all damage to the venue and to any property in the venue during the period of using the venue and to the property of persons using the venue, however and by whomsoever caused. The University shall not be responsible for any loss or damage to any property arising out of the using of the venue by Users nor for any death, injury, loss or damage which may be incurred by or be done or happen to any persons resorting to the venue during the said period of using nor for any loss or damage arising from the interruption or cancellation of the using arising from any cause whatsoever including without limiting the foregoing any mechanical breakdown electricity or water failure leakage or accident fire typhoon breach of law or regulation or Act of God and Users shall indemnify the University against all claims actions proceedings demands costs and expenses arising therefrom or in connection therewith. Users should take out their own insurance as appropriate (including third party risks).

### **(四) 版權 Copyright**

6. 使用者於未經版權持有人同意之下，不得於任何場地內向公眾表演有關戲劇或音樂作品；或向公眾發放有關演講及演說；而使用者亦不得以任何形式侵犯版權。如於使用場地期間發生任何形式的侵犯版權事件，使用者須向大學面對的所有索償、訴訟、要求及訴訟費用作出賠償。

Users shall not use any venue for the performance in public of any dramatic or musical work or for the delivery in public of any lecture or address in respect of any matter in which copyright subsists without the consent of the owner of the copyright and shall not in any other manner infringe any copyright. Users shall indemnify the University against all claims, actions, demands and costs by reasons of any infringement of copyright whatsoever occurring during the period in which the venue is used.

## (五) 使用場地 Use of Venue

7. 學生事務處有權禁止任何人士使用師生中心的場地及設施。使用者須確保所舉辦的活動安全進行，不得對其他使用者及中大成員構成危險。若有人違反使用條款及細則，或作出滋擾、不檢點或厭惡性行為，學生事務處或大學授權人員可隨時命令該人士離開場地。

大學保留任何終止不當的活動或集會的權利。

The Office of Student Affairs, in its absolute discretion, could prohibit the use of venue and facility of the Staff-Student Centres by any person. Users are required to ensure their activities are conducted safely and will not pose potential hazard to other users or the CUHK community. The Office of Student Affairs or authorized staff acted on behalf of the University at any time could order any person out of any venue if such person contravenes these Terms and Conditions of Use or behaves in a noisy, disorderly, or objectionable manner.

The University reserves the right to put a stop to any activity or meeting not properly conducted.

8. 所有場地嚴禁進行以下活動：

- i. 吸煙；
- ii. 飲用含酒精飲品；
- iii. 賭博；
- iv. 向18歲或以下人士發布不雅物品或展示第III級電影；
- v. 進行未經批准的商業活動；及
- vi. 飲食（已經學生事務處許可除外）。

The following activities are strictly prohibited in all venues:

- i. Smoking;
- ii. Consumption of alcoholic beverages;
- iii. Gambling;
- iv. Publish indecent articles or exhibit Category III films to any person under the age of 18;
- v. Any kind of unauthorized commercial activities or unauthorized activities involving money transaction; and
- vi. Eating or drinking without prior consent of the Office of Student Affairs.

9. 使用者不得阻擋任何緊急照明系統、防火設備、逃生通道、行人通道及告示。

Users should not block any emergency lighting, fire services installation, escape routing, pedestrian access, and signage.

10. 請小心使用場內設施；使用場地後必須清理及還原場地，並關掉所有電燈及空調。使用場地後若發現使用者及其他人等的物品或任何雜物，將被視作垃圾處理，而毋須另行通知。大學或學生事務處不會因任何物品遺失或損毀事件負責。

Please take good care of the facilities in all venues. Users are responsible for cleaning up the venue and reinstating the facilities to its original condition immediately after use. Lights and air-conditioners should be turned off before leaving. If after using any property of Users or of any other person is found in the venue, all these items will be considered abandoned property and will be discarded without prior notice. The University or the Office of Student Affairs shall not be liable for any loss of or damage to such property.

11. 在使用場地期間，若所使用的場地的任何部分或任何物品被損毀、破壞、偷竊或搬走，使用者必須按值支付維修或替換費用。使用場地的傢俬、設備及器材後，必須保持其清潔、整齊及正常運作狀態。未經學生事務處許可，使用者不應使用膠水、膠紙、漿糊、圖釘、大頭釘或其他任何工具於場地的牆壁、傢俬及設備上張貼物品。  
Users shall pay the corresponding cost of reinstating or replacing any part of or any property in the venue used by them, which shall be damaged, destroyed, stolen or removed during the period of use. Users shall leave all furniture, facilities or equipment in the venue and used by them or on their behalf in a thoroughly clean, wholesome and properly working condition. Users shall not affix any glue, scotch-tape, gum-paper, nails, spikes, tacks or any other thing to the walls, furniture and equipment, without the prior approval of the Office of Student Affairs.
12. 除指定位置外，請勿張貼或放置任何形式之宣傳物品或裝飾；如有發現，將立即移除，並視作垃圾處理，而毋須另行通知。  
Display of publicities or decorations are only allowed in designated areas. Any unauthorized materials will be immediately removed and discarded without prior notice.
13. 如大學認為場地不宜使用，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 University reserves the right to close any venue without prior notice when, in its opinion, it is not suitable for use. All reservations within the close period will be cancelled.
14. 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.

師生中心管理委員會  
Staff-Student Centres Management Committee

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