

龐萬倫學生中心單張／書刊擺放架使用規則

User Guidelines of Leaflet / Publication Racks at Pommerenke Student Centre

1. 龐萬倫學生中心設有指定單張／書刊擺放架供放置單張或刊物，作宣傳活動之用；所有單張或刊物只限放置於指定擺放架內，其餘範圍（龐萬倫學生中心樓梯間、走廊、大堂等）均嚴禁擺放任何單張／書刊，所有違規之物品將被視作垃圾處理，不作另行通知。
To facilitate the promotion of events, leaflet / publication racks are installed at the Pommerenke Student Centre for leaflet or publication distribution. Leaflets or publications should be placed inside the leaflet / publication racks only, while other areas (including stairs, corridors, lobby, etc.) are restricted from distribution. All unauthorized materials will be cleared and discarded without any notice.
2. 單張／書刊擺放架屬大學財產，使用者不可擅自作出任何改動。
Leaflet / publication racks are properties of the University. Users are not allowed to make any alterations to the racks.
3. 單張／書刊擺放架優先供擺放香港中文大學團體之單張或刊物。
Priority will be given to student associations registered under The Student Union of The Chinese University of Hong Kong or Colleges' student unions, and units of the University in using the leaflet / publication racks.
4. 嚴禁匿名單張／刊物，匿名物品將被視作垃圾處理，不作另行通知。
Anonymous leaflet or publication is not allowed. All anonymous materials will be cleared and discarded without any notice.
5. 單張／刊物嚴禁展示淫褻及不雅內容，以及粗言穢語。
Display of obscene and indecent leaflet or publication, and the use of abusive language is not allowed.
6. 單張／刊物嚴禁作出人身攻擊。
Leaflet or publication making personal attack is strictly prohibited.
7. 單張／刊物內容不得為商業活動。
No commercial promotions are allowed.
8. 學生事務處恕不負責任何單張／刊物之遺失或損壞。
Office of Student Affairs shall not be liable in any circumstances for any loss or damage of leaflets or publications.
9. 使用者如有違反使用規則，學生事務處有權停止其使用權利，最長可達六個月。
Any violation of the user guidelines or regulations may result in termination of the use of racks up to 6 months.
10. 如有查詢，請致電龐萬倫學生中心學生事務處服務台（電話：3943 8650）。
For enquiry, please contact the **Office of Student Affairs' Service Counter at Pommerenke Student Centre** (Tel: 3943 8650).
11. 學生事務處有權於任何時間對本規則作出修改。
Office of Student Affairs reserves the right to amend the terms and conditions of the user guidelines.
12. 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.