

龐萬倫學生中心會議室（204 室）使用規則

User Guidelines of Meeting Room (Room 204) at Pommerenke Student Centre

基本資料 Basic Information

1. 會議室只供持有效「中大通」的香港中文大學學生及教職員使用。
The use of Meeting Room is restricted to CUHK students and staff use upon presentation of valid CU Link Card only.
2. 會議室204室於星期一至六開放，時間為星期一至五上午9時至晚上10時、星期六上午11時至晚上6時。周日及公眾假期休息。
The Meeting Room is open on weekdays from 9:00 am to 10:00 pm and Saturdays from 11:00 am to 6:00 pm. It is closed on Sundays and public holidays.
3. 會議室只供團體借用。借用單位在一星期內（星期日至星期六），最多可借用三個時段（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 Meeting Room is open for group reservations only. Each user group could only reserve the meeting room for THREE 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. 會議室可於使用前六個月申請借用。
The Meeting Room (Room 204) could be reserved up to six months in advance.
5. 除農曆新年假期或特別情況外，會議室全年均可借用。
The Meeting Room is 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 Meeting 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. 使用會議室前，請前往學生事務處服務台登記。請出示「中大通」以供查閱。
Registration at the OSA Service Counter is required prior to the use of the Meeting Room. Please present a valid CU Link Card for identification and checking.
2. 會議室最多可容納八人，若有違者，學生事務處服務台職員有權停止借用人士／單位使用設施。
The Meeting Room can be used by a group of no more than EIGHT participants. Staff of the OSA Service Counter reserves the right to debar users from using the facility for non-compliance with the stated regulation.
3. 請小心使用會議室內之設施；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 facility in the Meeting Room. It must be left clean and in its original condition after use. 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.
4. 借用單位借用團體須自備垃圾袋，自行清理並帶走垃圾。
Users are required to clean up the venue with their own garbage bags.

5. 校園內嚴禁吸煙。會議室內，不准飲食（清水除外）。
Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Meeting Room (except water).
6. 會議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 Meeting Room.
7. 借用團體不得把場地轉借。
Transferral of reservation is not allowed.
8. 如因活動取消而毋須借用會議室，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室，亦未有辦理取消手續，其借用權利將暫時中止，直至學生事務處另行通知。
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.
9. 若遇上大學有重要活動擬在同一時間地點舉行，借用團體須讓出房間。
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.

注意事項 Notes

1. 借用人士／單位必須嚴格遵守本使用規則、龐萬倫學生中心的其他規則及「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）」
(<https://www.osa.cuhk.edu.hk/joiningcuhk/campus-life/amenities-sport-facilities-facilities-booking/>)。
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 Snooker Room, other policies set for the Pommerenke Student Centre as well as the “Terms and Conditions of Use of Staff-Student Centres (Benjamin Franklin Centre, John Fulton Centre and Pommerenke Student Centre)”
(<https://www.osa.cuhk.edu.hk/joiningcuhk/campus-life/amenities-sport-facilities-facilities-booking/>).
Office of Student Affairs reserves the right to debar users who fail to observe the aforesaid regulations from booking and using the venue for up to six months
2. 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 these guidelines.
3. 倘中文版本與英文版本有任何歧異或不一致，概以英文版本為準。
The English version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English version.