

## 龐萬倫學生中心研討室（G09 室及 G10）使用規則

### User Guidelines of Discussion Room (Room G09 and G10) at Pommerenke Student Centre

#### **基本資料 Basic Information**

1. 研討室只供持有效「中大通」的香港中文大學學生及教職員使用。  
The use of Discussion Rooms is restricted to CUHK students and staff use upon presentation of valid CU Link Card only.
2. G09及G10研討室全日24小時開放，只供持有效「中大通」的香港中文大學學生及教職員使用。  
Discussion Rooms G09 and G10 are open 24 hours for CUHK students and staff holding valid CU Link Card only, reservation is not required.
3. G09及G10研討室可供團體預約借用，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。如以上兩間研討室未有預約借用，學生及教職員可憑「中大通」進入並使用設施，直至有預約團體借用為止。  
Discussion Rooms G09 and G10 accept group reservations, and each user group could only reserve the Discussion Rooms 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. In the case where Rooms G09 and G10 are vacant, students and staff could enter the rooms with their CU Link Cards and use the venues until the start of the next reserved timeslot.
4. G09及G10研討室可於使用前六個月申請借用。  
Discussion Rooms G09 and G10 could be reserved up to six months in advance.
5. 除農曆新年假期或特別情況外，研討室全年均可借用。  
Discussion Rooms are available for reservation throughout the year, except for Lunar New Year holidays and other special occasions.
6. 如學生事務處認為研討室不宜使用，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 Discussion Rooms 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. 學生事務處服務台職員有權隨時檢查研討室使用者的「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」的人士立即離開研討室。  
Users must present their CU Link Card to the staff of the OSA Service Counter 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 Discussion Rooms immediately.
2. 使用者須互相尊重，切勿進行任何不當行為，包括霸佔座位、滋擾其他使用者（如發出噪音）或攜帶過多私人物品進入研討室等。學生事務處服務台職員有權要求任何違規者立即離開場地。  
Eligible users should be considerate and avoid any inappropriate and nuisance behaviour, including inter alia, reserving seats, causing disturbance (e.g. making noise) to other users and bringing excessive personal belongings to the Discussion Rooms. The staff of the OSA Service Counter reserves the right to request users who have violated the stated regulations to leave the Discussions Rooms immediately.

3. 在任何時候，G09及G10研討室限最多八人逗留。  
A maximum of EIGHT users are permitted to remain in the Discussion Rooms G09 and G10 at any time.
4. 請小心使用研討室內設施；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 Discussion Rooms. 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.
5. 校園內嚴禁吸煙。研討室內，不准飲食（清水除外）。  
Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Discussion Rooms (except water).
6. 研討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 Discussion Rooms.
7. 借用團體不得轉借場地。  
Transferral of reservation is not allowed.
8. 如因活動取消而毋須借用研討室，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。如未有按時使用研討室，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.
9. 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.

### **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.