

## 范克廉樓會議室（305 / 306室）使用規則

### User Guidelines for Meeting Room (Room 305 / 306) at Benjamin Franklin Centre

1. 會議室 (305 / 306 室) 於星期一至五開放，時間為上午9時至晚上10時，只供持有效「中大通」的香港中文大學學生及教職員使用。

The Meeting Room (Room 305 / 306) is open from Monday to Friday from 9:00 am to 10:00 pm for CUHK students and staff holding valid CU Link Card only.

2. 學生事務處職員有權隨時檢查使用者的「中大通」，使用者必須出示。非法使用他人之「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。職員有權要求未能出示有效「中大通」的人士立即離開房間。

Users must present their CU Link Card to staff of the Office of Student Affairs upon request. If any student/staff found using a CU Link Card that belongs to another person, the card will be confiscated, and the student/staff is liable to disciplinary action. The staff of OSA reserves the right to request any person who fails to present a valid CU Link Card leave the room immediately.

3. 會議室供中大員生作學術或有助全人發展的活動而設（如小組討論、溫習、閱讀、商談學生活動等），使用者須互相尊重，切勿進行任何不當行為，包括霸佔座位、發出噪音、睡覺或攜帶過多私人物品進入等。職員有權要求違規者立即離開會議室。

The Meeting Room is for the use of CUHK students and staff for academic activities or whole-person development programmes (e.g. group discussions, revisions, reading, and meetings on student activities). Users should be considerate and avoid any inappropriate behavior such as reserving seats inappropriately, causing noise disturbance, sleeping and bringing excessive personal belongings to the Meeting Room, etc. The staff of OSA reserves the right to ask those who have violated the stated regulations to leave the Meeting Room immediately.

4. 在任何時候，會議室限最多十人逗留。

A maximum of TEN users is permitted to remain in the Meeting Room at any time.

5. 請小心使用房間內設施。使用者必須清理場地，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 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 for the repair or replacement.

6. 校園內嚴禁吸煙。房間內不准飲食（清水除外）。

Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the room (except water).

7. 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.

8. 如學生事務處認為房間不宜使用，有權將之關閉，毋須事前通知。

The Office of Student Affairs reserves the right to close the room without prior notice when, in its opinion, it is not suitable for use.

9. 使用者必須嚴格遵守本使用規則及「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 room 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 using the venue for up to six months.

10. 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.

11. 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.