

THE UNIVERSITY OF HONG KONG

Guidelines on the Use of Campus Facilities Managed by the Co-curricular Support Office (CCSO)

General Guidelines

1. Registered student societies may submit booking requests for campus facilities managed by CCSO via [HKU Facility Booking System \(HKUFBS\)](#). Please refer to HKUFBS User Manual for detailed booking procedures.
2. All executive committee members are eligible to submit booking request. Submission of booking request requires HKU portal login.
3. Please refer to CCSO's website at <https://www.ccsso.hku.hk> for the list of activity rooms, foyers and equipment that are available for booking.
4. All bookings are offered on a first-come, first-served basis, subject to approval.
5. Applications for the use of activity rooms and equipment should be submitted at least 2 working days prior to the start day of use.
6. Applications of foyers should be submitted together with the Activity Proposal at least 30 days prior to the start day of use.
7. Booking requests may be submitted 90 days in advance.
8. Student societies shall not book/request others to book facilities on behalf of other student societies or for private/personal usage.
9. Student societies shall be responsible for the care of the equipment and facilities and return everything in good condition after use.
10. In the event of any damages or loss of campus equipment and facilities, the student society responsible for borrowing/booking will bear the relevant compensation costs.
11. Cancellation and/or amendment of any booking(s) should be made by sending email to ccsobook@hku.hk at least 1 working day in advance. Otherwise they will be considered as "no show".
12. Student society's privileges for the use of facilities managed by CCSO will be suspended for two months with immediate effect in the case of "no show".
13. Student societies must follow the room rules which are posted in the rooms managed by CCSO.
14. Student societies that have been suspended for the use of facilities and/or resources managed by CCSO are prohibited from using relevant facilities and/or resources during the penalty period.
15. CCSO reserves the right to cancel any booking as deemed necessary and appropriate.

Booking of Activity Rooms

16. Each student society is entitled to submit booking requests for any of the multi-function room(s) and/or meeting room(s) for a maximum of 48 hours in total per week.
17. Student societies are not allowed to remove any furniture or equipment away from the booked venues.

Booking of Foyers

18. Each student society is entitled to submit booking requests for Foyer A, B, C on G/F or Foyer D on UG1/F for a maximum of five days per week. Foyer A, B and C can be booked separately or collectively.
19. The conditions of using foyers in Composite Building is shown in *Appendix A*.

Booking of Equipment

20. Each student society is entitled to submit booking requests for equipment for a maximum of 14 days.
21. Only executive committee members are eligible to pick up equipment and sign the loan form.
22. All equipment is restricted to campus use only.
23. All equipment must be returned during CCSO's opening hours (9:30am to 5:30pm, Monday to Friday).

Use of Locker Rooms

24. Student societies must follow the room rules which are shown in *Appendix B* and posted inside the rooms managed by CCSO.

Bad Weather Arrangement

25. Bookings will be automatically cancelled when Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Signal is in force.

Violation of the Guidelines

26. In case of any breach of these guidelines or misconduct, CCSO may suspend the booking privileges of the relevant student society until further notice.

Co-curricular Support Office, The Registry
September 22, 2022
amended February 2024

Conditions on Using Foyers in Composite Building

1. Foyer booking period is 07:00 – 22:00 of each day.
2. The display boards, tables and other materials/equipment/exhibits must be placed within the approved area and must not block the nearby accessibility facilities such as tactile guide paths and fire service installations such as fire sprinkler heads and visual fire alarm.
3. A barrier free pathway with no less than 1.5-metre width near any tactile guide paths must be reserved for passers-by.
4. An unblocked space of at least 500mm should be maintained below fire sprinkler head.
5. The backdrop/ banner frame, if any, should be of one dimension only and its size should not exceed the height of 2 metres and the width of the counter.
6. All materials must be placed securely and safely in order not to cause any hazard and/or inconvenience to passers-by.
7. The user should be responsible for the tidiness and cleanliness of the venue and reinstate after use.
8. All materials used for the function must be removed immediately after the function is over.
9. No adhesive materials should be applied to the floor, wall and glass panels. Failing to do so, the user will be held responsible for the costs incurred in removing and replacing them.
10. To reduce the nuisance caused to other users in the building, sound system could only be used during 12:45 p.m. to 2:00 p.m. and the volume generated must be kept at a reasonable level, i.e. a level that the broadcast should only be heard within the booked area. Otherwise, the use of sound system may be suspended. For any use of sound system beyond the aforementioned time period, please consult and seek approval from Co-curricular Support Office (CCSO) first before booking.
11. For electricity supply, student societies can plug-in the power sockets available on-site if the relevant arrangement is stated in the Activity Proposal and endorsed by CCSO. For other electricity supply request, please consult CCSO first before booking.
12. A step platform must be used when working above ground (i.e. carrying out the work at less than 2 metres above the ground). Stepping on desk, chair, and A-ladder are prohibited.
13. Cancellation of booking must be made to CCSO as soon as possible.
14. Student societies are advised to consult CCSO if in doubt.

Co-curricular Support Office, The Registry








May 5, 2023

amended December, 2023



UG205 & UG206 Locker Room Rules

Only For the Use of ExCo Members of Registered Student Societies

-  Do NOT obstruct fire escape routes. Keep all exit doors/aisles/corridors clear.
-  Do NOT leave the door open for security reasons.
-  Do NOT prop open the door.
-  Maintain a clear space of at least 50cm under each ceiling detector.
-  Do NOT leave any rubbish/debris after use. Keep the room clean.
-  NO gambling/betting in any form.
-  Keep the lockers **locked at all times**. You must take full responsibility for the safe keeping of your belongings.
- Store all your belongings inside your locker(s). **Only bulky/irregular-size items, with a good reason and approved by CCSO, would be allowed to be stored in the designated area. Any other items would be disposed of immediately without further notice.**
- In case of any violation of the above rules or any improper behaviours, **access to ALL facilities and resources managed by CCSO may be suspended until further notice.**
- Please refer to the “Guidelines on Use of Campus Facilities Managed by the CCSO” posted on CCSO’s website for more information.