

PolyU West Kowloon Campus

Campus Rules and Regulations

Introduction

The official name of the campus used by College of Professional and Continuing Education (referred to below as “CPCE”) is PolyU West Kowloon Campus (referred to below as the “WK Campus”). Campus and General Administration Office (referred to below as “CGAO”) is involved in the general management of the campus with the support of Campus Facilities and Sustainability Office of PolyU. These rules and regulations will be revised from time to time by the Campus Committee with the endorsement of Dean(PCE) for purposes of enhancing the economy, efficiency and effectiveness of the utilisation of the campus.

The areas covered in this document include:

- Access rights to the campus building ([Appendix a](#))
- Provision of air-conditioning ([Appendix b](#))
- Access hours and facilities opening hours ([Appendix c](#))
- Space Management Policy and Space Allocation Guidelines and Standards ([Appendix d](#))
- Regulations for the display of notices and use of digital display system (DDS) as well as putting up roller display stands, banners and post-it notes ([Appendix e](#))
- Application procedures and conditions for the use of venues by CPCE units, staff and student organisations ([Appendix f](#))
- Application procedures and conditions for the use of venues by outsiders ([Appendix g](#))
- Regulations for the use of sports facilities by staff and students ([Appendix h](#))
- Regulations for the use of computing facilities by students ([Appendix i](#))
- Regulations for the use of lockers by students ([Appendix j](#))
- Regulations for the use of car parks by staff and visitors ([Appendix k](#))

Users' eligibility to various facilities at PolyU WK Campus for 2025/26

| Staff | Sports facilities ^a Appendix h | Student Computer Centre ^a Appendix i | Student Lockers Appendix j | Car park ^b Appendix k | Library ^a | Health Centre | Shuttle bus service |
|---|--|--|---|---|--|---|---------------------|
| Full-time staff | | | | | | | |
| CPCE staff | Y | Y | N | Y All types | Y | Y | Y |
| PolyU staff who have to perform designated duties on campus | Y | N | N | Y Types 1 & 3 | Y Pre-registration required | Only for holders of medical cards issued by PolyU | Y |
| Part-time, half-time & temporary staff | | | | | | | |
| Visiting Lecturers who have to perform designated duties on campus | Pre-registration required | Subject to operational need, pre-registration required | N | Y Type 3 | Subject to operational need, pre-registration required | N | Y |
| Part-time, half-time & temporary staff who have to perform designated duties on campus | Y | Subject to operational need, pre-registration required | N | Y Type 3 | Subject to operational need, pre-registration required | Only for holders of medical cards issued by CPCE | Y |
| Other designated users | | | | | | | |
| Full time staff of facilities operators working on campus: – convenience store – health centre – facility management | N | N | N | Y Type 4 | N | N | Y |
| Duty visit personnel | | | | | | | |
| Official visitors | N | N | N | Y Type 3 | N | N | Y |
| Venue hirers | N | N | N | Y Type 3; subject to approval and availability upon application | N | N | N |

^a Pre-registration should be made through Unit Coordinators to the respective authorities:
Sports facilities: CSAO
Student Computer Centre: ITU
Library: College Librarian

^b Types of parking:
1. paid spaces by balloting
2. paid spaces reserved by respective units
3. use of layby spaces
4. spaces reserved for service providers

Users' eligibility to various facilities at PolyU WK Campus for 2025/26

| Students | Sports facilities Appendix h | Student Computer Centre Appendix i | Student Lockers Appendix j | Car park Appendix k | Library | Health Centre | Shuttle bus service |
|--|---|---|---|--|-------------------------|----------------------|----------------------------|
| Students | | | | | | | |
| HKCC students | Y | Y | Subject to availability | N | Y | Y | Y |
| Full-time students of PolyU-SPEED award | Y | Y | Subject to availability | N | Y | Y | Y |
| Part-time students of PolyU-SPEED award | Y | Y | Subject to availability | N | Y | N | Y |
| SPEED overseas award students | N | Subject to availability | N | N | Y | N | Y |
| SPEED continuing education students | N | Subject to availability | N | N | Subject to availability | N | N |
| Students of PolyU | N | N | N | N | N | N | Y |

Access rights to the campus building

Staff access

The campus is open for access to all full-time staff (see definition above). They can access public areas and understandably their designated working areas. Full-time staff can access the campus anytime round-the-clock on all days by presenting the staff ID card to security staff or through smart-card system.

Part-time staff and other designated users can access public areas and understandably their designated working areas on their working days only, unless with prior approval of the units concerned.

Student access

Eligible students registered with CPCE may access the campus including the Library and Student Computer Centre. Students registered in continuing education courses may only access the campus during the period of study and their eligibility to use campus facilities is subject to approval by the respective unit. Special need to stay beyond access hours requires a written consent from the units concerned. The units concerned are then responsible for informing the Campus Facilities Management (CFM) Office for necessary arrangements.

Visitor access

Staff members wishing to invite guests to the campus must first register them through the CPCE Visitor Registration System (VRS) at least one day in advance. Registered guests will be sent a QR code to pass through the turnstile at campus entrances. Students however are not permitted to register guests for access to the campus.

Access hours

During the campus's opening hours, normally there is unrestricted access to the campus for staff and students (whereas not all areas are understandably accessible to students or visitors). The opening hours may be extended during revision and examination periods subject to the availability of resources (details of the arrangement will then be announced).

Provision of air-conditioning

Normal provision of air-conditioning

Lecture theatres, classrooms and laboratories are installed with motion sensors for automatic on/off switching of lighting and air-conditioning to save energy.

Staff offices (single or shared) are installed with individual air-conditioning switches; staff are advised to turn off the air-conditioners before leaving the rooms.

Request for special provisions

In order to be environmentally-friendly and save operating costs, we encourage colleagues to enjoy more fresh air (and less air-conditioning) after normal office hours especially during winter months. In case they foresee the need for air-conditioning after normal office hours, they are requested to indicate such a need in writing to their Head of Unit or his / her delegate. If these staff are not available, colleagues are requested to contact the CFM Office directly at 3746 0999 for air-conditioning arrangement. In the latter case, the staff will be asked to file a request to the Head of Unit or his / her delegate on the following working day.

Access hours and facilities opening hours of WK Campus

Access Hours of PolyU WK Campus

| | |
|--------------------|-------------------------|
| Monday – Saturday: | 8:00 am – 11:00 pm |
| Sunday: | 9:00 am – 7:00 pm |
| Public Holidays: | Closed unless specified |

Facilities Opening Hours of PolyU WK Campus (2025/26)

| Floor | Facility | Opening Hours | | |
|----------------------------|---|--|----------------------|--------------------|
| | | Weekday | Saturday | Sunday |
| LG/F | Car Park (open on public holidays) | 7:00 am to 11:00 pm | | 9:00 am to 7:00 pm |
| | Shuttle Bus Stop | 9:15 am to 7:45 pm | closed | |
| | Health Centre ^ | 9:30 am to 1:00 pm & 2:30 pm to 6:00 pm | closed | |
| | Campus Facilities Management Office (open on public holidays) | 24 hours | | |
| UG/F | Student Display Area | 8:00 am to 11:00 pm | | 9:00 am to 7:00 pm |
| | Multi-Purpose Hall & Gymnasium, Fitness Centre Performing Arts Rehearsal Room | 9:30 am to 10:30 pm | 9:30 am to 6:30 pm | closed |
| | Changing Rooms | 7:00 am to 11:00 pm | | closed |
| | Classrooms Seminar Rooms Lecture Theatres | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| 1/F | Classrooms Seminar Rooms Lecture Theatres | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| 2/F | Main Foyer | 8:00 am to 11:00 pm | | 9:00 am to 7:00 pm |
| | IT Service Counter Student Computer Centre ^ ITU Support Service | 8:30 am to 10:30 pm | 8:30 am to 6:30 pm | closed |
| | Classrooms Lecture Theatres Social Work Practice Laboratory | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| | Convenience Store ^ | 8:00 am to 9:00 pm | 10:00 am to 6:00 pm | closed |
| | Jockey Club Future Laboratory of Arts Tech Classroom | 9:00 am to 5:30 pm | closed | |
| | | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| 3/F (N) | Academic Registry's Service Counter ^ | 8:30 am to 8:00 pm | 9:00 am to 5:00 pm | closed |
| | CESO's Service Counter | 10:00 am to 6:00 pm | 10:00 am to 4:00 pm | closed |
| | CSAO's Service Counter ^ | 8:30 am to 5:30 pm | 9:00 am to 5:00 pm # | closed |
| | Student Counselling Centre | 10:00 am to 6:00 pm | closed | |
| | Sky Garden | 8:00 am to 11:00 pm | | closed |
| 4/F (S) | Classrooms | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| 4/F (N) | Library ^ Group Study Rooms ^ Study Places ^ | 8:00 am to 11:00 pm | | closed |
| | Computer Laboratory | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed |
| 5/F (S) | Co-working Space | 8:00 am to 11:00 pm | | 9:00 am to 7:00 pm |
| | e-Making Studio ^ | 9:00 am to 5:30 pm | closed | |
| 5/F (N) | Library ^ | 9:00 am to 9:00 pm | 10:00 am to 5:00 pm | closed |
| 6/F | Library ^ Group Study Rooms ^ Multi-purpose Room ^ Self-learning Language Centre ^ | 9:00 am to 9:00 pm | 10:00 am to 5:00 pm | closed |
| 7/F, 8/F, 9/F & 10/F | Classrooms Sky Garden (9/F and 10/F) | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| 11/F (S) | Science Laboratory ^ | 8:00 am to 6:30 pm | closed | |
| | Healthcare Laboratory ^ | 8:00 am to 6:30 pm | closed | |
| | Acoustics and Robotics Laboratory ^ | 8:00 am to 11:00 pm | | closed |
| | Electrical Engineering and Physics Laboratory ^ | 8:00 am to 11:00 pm | | closed |
| | Energy Conversion and Utilisation Laboratory ^ | 8:00 am to 11:00 pm | | closed |
| | Mechanics and Control Laboratory ^ | 8:00 am to 11:00 pm | | closed |
| 11/F (N) | Computer Laboratories | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed |
| 12/F (S) | Co-working Space | 8:00 am to 11:00 pm | | 9:00 am to 7:00 pm |
| 12/F (N) & 13/F (N) | Classrooms | 8:00 am to 11:00 pm | 8:00 am to 7:00 pm | closed * |
| 13/F (S) to 14/F | Staff Offices | 8:00 am to 8:00 pm | 8:00 am to 6:00 pm | closed |

* Facilities opening hours may be adjusted depending on prior booking.

^ Facilities opening hours may be adjusted during special periods. Users will be informed via e-mail notices.

During teaching weeks (Weeks 1 – 13) of Semesters One and Two, and the two weeks following the teaching weeks of both semesters.

Space Management Policy and Space Allocation Guidelines and Standards

Space management policy

Policy Statement or Governance Principle

- It is the policy of CPCE space management to ensure sufficient space for all units to achieve their goals on a fair and effective basis.
- Academic programmes and related facilities will be given priority in space allocation.
- The space allocated to the units is not owned by them but it is their responsibility to ensure proper and effective use.
- The space policy and principles are reviewed regularly and revised where necessary by the CPCE Campus Committee for endorsement by Dean(PCE).
- The space utilisation is monitored regularly by the CPCE Campus Committee for reporting to the Dean(PCE).
- The space could only be used according to its intended purpose, and application to the CPCE Campus Committee for change of use or request for additional space and approval by Dean(PCE) is required.

Space Management Responsibilities

- The responsibility of CPCE Campus Committee is to advise and assist Dean(PCE) in execution of the following space management areas:
 - Advise on policies and strategies concerning long-term space planning, operation and development of the campus.
 - Review and make revisions where necessary on campus policy and regulations for enhancing economy, efficiency and effectiveness of space utilisation.
 - Allocate space in an equitable way in accordance with space standard.
 - Handle requests for change in use of space / accommodation, consequential alterations, additions and improvement works.
- CGAO is responsible for the administrative work related to space matters. It also provides administrative support to handle and execute the decisions made by Dean(PCE), upon the recommendations of the CPCE Campus Committee.
- Campus Development Office (CDO) of PolyU, Campus Facilities and Sustainability Office of PolyU, and CFM of CPCE advise the CPCE Campus Committee on the renovation works.
- Heads of Units are responsible to ensure that space allocated to their units are utilised properly and effectively.

Space Planning and Allocation Criteria

- Space planning and allocation is made in the best interest of CPCE and various campus users' long-term development and strategy direction and focus.
- Space is allocated according to the priority for academic, administration, and then other needs.
- Space allocation is made depending on the availability of space, suitability of users and the amount of cost involved.

Conditions and Procedures for Returning of Surplus Space for Central Allocation

- Vacant offices or vacated seats which are not occupied for more than 2 years are regarded as surplus space to the unit.
- Unit is required to compile a list of vacant offices / seats and report to the CPCE Campus Committee on annual basis.
- Surplus space to a unit should be returned for central allocation unless with justification and approval by Dean(PCE).

Procedures for acquiring additional space / changing the use of existing space

1. Unit to submit space request (usage or category indicated) or change in use of space with justifications.
2. Campus Committee to screen through the request. Advice would be sought with CFM or CDO if cost is involved with decision. Depending on the complexity of the case, Campus Committee is to provide advice directly to Dean(PCE) regarding various options / recommendations, or to seek the members' views before making recommendations to Dean(PCE).
3. Dean(PCE) to approve / reject the request.
4. Unit to be informed of the decision, with copies to CFM and CDO, if required.
5. CFM / CDO to discuss with the user unit on planning and execution of the works, if required.
6. CFM as owner's representative to take over the completed works and then to arrange handover of space to the user unit.

Procedures for classroom / lecture theatre allocation for each semester

1. Centralised classroom allocation exercise will be conducted. General teaching venues will be allocated to CPCE Academic Registry (CAR) for central timetabling for PolyU-HKCC and PolyU-SPEED award programmes six months before the commencement of a new semester.
2. Classroom and lecture theatre bookings for term time by staff, students or outside organisations can only be confirmed after the centralised allocation exercise is finished.
3. Ad-hoc booking of teaching venues may be reserved via the CPCE Room Booking System (RBS) at <https://rbs.cpce-polyu.edu.hk/>, to be administered by CGAO, on a first-come-first-served basis subject to the finalisation of central allocation exercise. Eligible applicants are required to raise a booking request to their respective room booking operators.

| Activities | Eligible Applicant | RBS Operator |
|-------------------------|---|---|
| (i) Study related | Staff / staff groups | Respective Division Offices |
| (ii) Non-study related | Students / student bodies / alumni associations | CSAO / CESO / Respective host units of student bodies |
| (iii) Events/ Functions | CPCE units | Respective units |
| (iv) Others | CPCE units | CGAO |

Space allocation guidelines and standards

1. Space is allocated according to the priority for academic, administration, and then other needs. Academic programmes and Divisions will be given priority in space allocation.
2. The allocation of office space to a unit is based on its planned staff strength with due reference to the office space standards for respective staff grades.

Regulations for the display of notices and use of digital display system (DDS) as well as putting up roller display stands, banners and post-it notes

Notices on notice boards for CPCE units

Event organisers are encouraged to consider alternative methods such as e-mail for the dissemination of information to the recipients at stake. Organisers are responsible for vetting and approving the contents of the proposed notices before submitting to the following parties for posting arrangements:

| Facility / Location | Administrator for posting |
|--|----------------------------------|
| (i) Notice boards at lifts allocated to designated CPCE units | CPCE units concerned |
| (ii) Other notice boards at lifts | CGAO |
| (iii) Notice boards in common areas allocated to designated CPCE units | CPCE units concerned |
| (iv) Other notice boards in common areas | CGAO |

For means of promotional materials other than those specified below, the organisers are required to seek prior approval from the Chairman of CPCE Campus Committee.

Notices on notice boards for student organisations

Student organisations of CPCE are eligible to use the assigned notice boards on campus. The society / club should indicate clearly on the notices its name, and the date of expiry, which should not be longer than 2 weeks from the first day of display. Please submit the notices to its host unit's Office or Service Counter at least 1 working day in advance for approval. The respective Academic Divisions and CSAO will take full responsibility for posting and removing materials (including those materials put up by its affiliated clubs and societies) therein, and it should ensure that all rules and regulations governing the posting of posters and directional signs are in compliance.

All posters must bear the approval stamp of respective host units and expiry date. Posters should be put up ONLY on the notice boards. All posters (maximum size allowed in A3) can only be posted for a maximum of 14 days. For posters larger than A3-size, approval should be sought from the Head of the respective host units. Only one poster of a particular event / announcement can be posted on a single notice board. Directional signs can be posted on tiled or rendered surface other than poster boards using Blu-Tack.

Posters and directional signs

- Approval

CPCE units, staff associations, and staff interest groups are required to print their logo and / or stamp their official chop and the expiry date on every poster and / or directional sign.

Student organisations are required to have the approval stamped on the posters / directional signs by their host units. Please submit the hard copies to their host units' Office or Service Counter at least 1 working day in advance.

- Expiry date

The expiry date for the posters / directional signs should be the day following the event and the display period should not exceed 2 weeks.

- Quantity

Only limited notice boards are available for displaying posters. Please be considerate in the arrangement of posters on the notice boards and leave space for others.

The number of posters for a single event should not exceed 40 for A4 size and 20 for A3 size, while the number of directional signs should not exceed 20 and limit to A3 size.

- Fixture and removal

The posters and directional signs are to be placed on tiled or rendered surfaces to avoid damage to the wall surface. Please do not post them on painted walls, floors, ceiling, painted doors or glass surfaces. Directional signs should be posted not more than 1 working day in advance and removed immediately after the event. Co-operation of organisers is greatly appreciated.

Digital display system

The digital display system (DDS) is set up for dissemination of information relevant to CPCE units. It also keeps, as appropriate, staff, students and/or visitors informed of events so as to encourage their involvement. The system comprises Control Server and Display Station (i.e. LED panel with display computer), of which are connected to the campus data network.

Electronic display stations are set up at the Service Counter and various common areas around the campus. The display stations are assigned to different units, and one-third of its airtime will be open up in each hour for use by other units to upload information. Eligible units for posting information on other display stations include CPCE units, CFM and Health Centre. Student bodies are not eligible to post information to display stations.

The request needs to be received by the DDS Host on the last working day of a week, and the DDS Host will help upload the received information on behalf of the requested unit. Each upload will stay on DDS for a normal period of two weeks starting the following Monday, and earlier uploads will be reloaded in the following week, if airtime permits. The duration of the display materials provided by other

unit should be no longer than 3 minutes. However, there is no time limit for the display materials of DDS Host.

The materials to be posted on DDS should not be political, commercial or defamatory.

Hanging banners

The hanging of banners is usually not encouraged especially on the external walls. Applications to hang banners, if any, should be lodged with the Chairman of CPCE Campus Committee at least one week in advance. Should approval be granted, the banners to be displayed shall not be defamatory or violate any applicable laws.

Roller display stand areas

CPCE units are welcome to put up roller display stands at designated areas on campus. Each designated area could normally accommodate 2 to 4 stands. The areas should be managed by CFM on behalf of CPCE Campus Committee. Eligible units for putting up roller display stands at these areas include CPCE units, CFM and Health Centre. These areas are not open for use by student bodies.

Prior booking needs to be filed with CFM within the first week of each quarter. Allocation of limited space is based upon lots drawing. Each display could not last for more than a week.

Application procedures and conditions for the use of venues by CPCE units, staff and student organisations

Application procedures for the use of venues

1. Eligible applicants include CPCE units, student organisations of CPCE and staff groups such as staff interest groups.
2. CPCE units and staff groups are required to contact their respective unit's room booking operators for booking.
3. For student organisations, the application form is obtainable from the respective supporting staff of their host units. Written requests from student organisations, together with the completed application form, should be submitted by email to the respective supporting staff of their host units at least 10 working days before the function is held.
4. Applicant will be advised of the application result by e-mail.

Conditions for the use of venues

1. The venues are under the management of CGAO on behalf of the Campus Committee.
2. The event organiser and all participants must observe the laws of Hong Kong. Unlawful activity is not allowed on campus. The function should not disrupt the normal activities of other campus users.
3. Unless otherwise stipulated, venues available for booking are limited to the following:
 - Classrooms, seminar rooms, lecture theatres
 - Performing Arts Rehearsal room
 - Multi-Purpose Hall and Gymnasium
 - Sky Gardens
 - Designated Common areas
4. Bookings should be made with the relevant supporting staff of the relevant host unit of CPCE at least 10 working days before the event. Should the booked venues and/or facilities be urgently required by CPCE and its units for activities or for other overriding or compelling reasons, we reserve the right to cancel a confirmed booking.
5. In the event that a function is expected to be held beyond the campus opening hours, the organiser is required to seek prior approval from the Chairman of CPCE Campus Committee at the time when application has been made.
6. The Multi-Purpose Hall & Gymnasium and Performing Arts Rehearsal Room are generally restricted to sports events, examinations, seminars, meetings, exhibitions and similar functions. It will not be let for social gatherings and the like, nor food and drink be permitted except with prior approval of the Chairman of CPCE Campus Committee.
7. The organiser is required to check the conditions of all facilities and equipment of the venues. Any damage and loss found before the use of venues should be reported to CFM within 15 minutes. The organiser is responsible for making good any damages caused and for keeping the venues clean and tidy.
8. The provision of facilities, such as air-conditioning, AV equipment, furniture, etc., is subject to established procedures as well as the rules and regulations laid

- down by the Campus Committee. The organiser is required to liaise with the relevant CPCE unit(s) for assistance.
9. The following conditions are applicable to staff groups:
 - a. Staff groups are required to register with the relevant host unit before carrying out any activities on campus.
 - b. Staff groups registered with the relevant host unit may book campus venues, subject to availability. Rental will be charged to the respective units without incurring payment by the staff group.
 - c. At least 50% of the participants of the function organised by a staff group must be staff members of CPCE or its units.
 10. The following are points to be observed by student organisations:
 - a. Registered student organisations of CPCE may book campus venues, subject to availability. Rental will be charged to the respective host units without incurring payment by the student organisations.
 - b. At least 50% of the participants of the function held on the campus must be CPCE students and staff. Any violation of the regulations will lead to immediate suspension of the function at stake.
 - c. Students are requested to observe the rules and regulations for request for sponsorship as stipulated in their Student Handbook.
 - d. All functions must end 30 minutes before the campus closing hours. For any function held after 10:30 pm, two contact persons of the student organisation hosting the function concerned must submit in writing the full names of the two contact persons, their student numbers and mobile phone numbers to the Campus Facilities Management Office through the respective host units at least 3 working days prior to the function. A list of participants, including the names of the two contact persons, should be submitted to CFM before 5:00 pm on the event day.
 11. All appropriate permits and licenses in compliance with the required statutory provisions for any function shall be obtained by the organiser from related Government departments.
 12. The organiser is required to comply with current statutory requirement for employing registered electrical workers to carry out any fixed electrical wiring installations. Only those electrical appliances including the power plugs that are in full compliance with the latest relevant regulations are allowed to be used.
 13. The organiser is responsible to provide proper equipment / tools for the purpose of carrying out any preparatory / decoration works on site. Prior to the execution of works, the organiser should make adequate safety arrangements to avoid possible accidents.
 14. No activity involving sale of commodities and / or making profit is allowed on campus except when the activity is for a good cause like raising fund for charity, community services or a specific worthwhile project. The organiser shall obtain prior endorsement from their respective CPCE unit for organising this kind of activity. For fund-raising activity with a good cause, it must be organised by the students or staff themselves solely or jointly with outside agents or organisations.
 15. No rental shall be received by the organiser for using any venue on campus.
 16. No request for sponsorship / advertisement / donation from individuals or organisations will be permitted unless with prior approval from their respective CPCE unit.

17. Upon vacation of the booked venues, the organiser shall reinstate them to the original state and remove all properties he / she brought. Any property found thereafter will be removed or disposed of in such manner as the relevant host unit considered appropriate. We reserve the right to claim from the organiser for any expenses incurred in the course of removal or disposal.
18. Organisers who wish to play ball games or other physical games must do so only on grounds and courts designed for such purposes.
19. The consumption of alcoholic drinks is not permitted anywhere on campus. If the organisers wish to hold a function at which beers, wines or spirits are to be served, they must obtain prior permission from the relevant host unit.
20. Organisers who wish to broadcast pop music at the campus have to apply for permission from the Composers and Authors Society of Hong Kong Ltd. There should not be excessive noise at any time and any place where such noise could cause disturbance to others. Song dedication or musical performance is only allowed between 12:30 pm to 2:00 pm.
21. When there is a necessity to display posters and / or directional signs, CPCE units or staff groups are required to have the approval stamp of the respective units or staff groups and the expiry dates put on posters and / or directional signs. For student organisations, the same is required from the Office or Services Counters of their respective host units at least 1 working day in advance.
22. Staff and student members must observe and comply with all regulations in the staff / student handbook, circulars posted on the staff / student intranet, and notices displayed at the venues.
23. We may impose any of the following additional requirements as applicable:
 - a. The venue allocated for the function must be properly roped off for crowd control.
 - b. The entrance and exit to the allocated venue must be designated and clearly publicised to facilitate crowd movement.
 - c. Slogan chanting, parade, seditious publicity or displays are not allowed at the venue or anywhere on campus.
24. We reserve the right to demand the organiser to discontinue the function anytime during the period of use if the Conditions of Use stated herein are deemed to be violated.
25. All bookings made more than 3 months in advance are provisional and subject to the re-confirmation prior to the function.

Application procedures and conditions for the use of venues by outsiders

Application procedures for the use of venues by outside organisations

1. Applicant is advised to check the availability of venue(s) with CGAO by email at cgao@cpce-polyu.edu.hk before submitting the application (downloadable from the CPCE website at www.cpce-polyu.edu.hk).
2. Applicant should complete and sign on the form, and have it endorsed by the organisation.
3. Two copies of the completed application form should be submitted to CGAO on 1/F at least 4 weeks before the function is held.
4. Applicant will receive booking confirmation by e-mail at least 2 weeks before the function is held.
5. All charges are due on receiving the demand note issued by the Finance Office, and should be settled in full by cheque on 1/F or by mail.
6. With the approval of the Campus Committee, application of venues by outsiders may be suspended due to special circumstances, e.g. pandemic.

A. Conditions of hire by outside organisations

1 Preamble

- 1.1 Requests from outside organisations for the use of venues and facilities of the campus for various functions such as seminars, conferences, exhibitions, etc, will be considered if all of the following are met:
 - a. The activity is beneficial to the host unit or The Hong Kong Polytechnic University (PolyU).
 - b. The activity is non-profit making.
 - c. The organiser is in the academic / education field or it provides social service to the community.
- 1.2 The application should preferably be endorsed by the host unit, which should have a good understanding of the Hirer's background and objectives of the function.
- 1.3 Functions of political nature are generally not allowed.
- 1.4 Bookings during teaching days from Monday to Saturday are generally not considered.

2 Interpretation

- 2.1 "College" means the College of Professional and Continuing Education.
- 2.2 "Hirer" means any person acting on his own behalf or on behalf of an outside organisation to hire the College venues and facilities.
- 2.3 "Host unit" means the academic or administrative units of CPCE, which the Hirer has an affiliation with or from which the Hirer obtains a referral.

3 Covenant by hirer and booking of venues and facilities

- 3.1 The organiser shall ensure the observance of the Conditions and Regulations of Hire stated herein by itself and / or its agents, including staff, contractors, etc., and shall ensure that the College is indemnified against any loss or damage arising from any breach of these conditions. The Hirer must also ensure compliance with all laws of Hong Kong.
- 3.2 If the Hirer would like to enjoy a discounted rate, prior written support from the host unit must be obtained when submitting the application.
- 3.3 The Hirer should ensure that the function would not cause disruption to activities of the College.

4 Cancellation of confirmed booking

- 4.1 A confirmed booking may be cancelled by the College without any refund of fees to the Hirer under any of the following circumstances:-
 - a. If the Hirer changes the uses, contents or nature of the function to other than that originally stated in the approved application.
 - b. If the Hirer allows any persons, associations or organisations, other than those accepted by the College, to participate in the proposed function without the College's prior permission; and
 - c. If the Conditions and Regulations of Hire stated herein are deemed to be violated.
- 4.2 Should the hired venues and/or facilities be urgently required by the College for its activities, or be closed due to bad weather conditions such as rainstorm or typhoon warning, or for other overriding or compelling reasons, the College may at its discretion cancel a confirmed booking. An alternative date for the function or a full refund will be given in such circumstances.

5 Hire charges

- 5.1 The Hirer should pay charges for hire of College venues and facilities in accordance with the prevailing rate of charges. Such charges may be altered by the College at any time and without prior notice.
- 5.2 While the host unit has the discretion to waive or offer a discount on the hiring fee, it is required to pay the balance (i.e. normal hiring fee minus discounted amount paid by the user) to CPCE. Please refer to the Rental Charges Table for eligibility.
- 5.3 All charges for use of College venues and facilities should be paid in full on receiving the demand note issued by the Finance Office.
- 5.4 Failure to pay the charges as specified above in item 5.2 may result in cancellation of the booking without prior notice.
- 5.5 Apart from hire charges mentioned at item 5.1, the Hirer may like to note the following:
 - A variety of AV equipment is provided to meet the need of different Hirers. Hence, the Hirer needs to confirm their AV needs with the College and make such request on the application form.
 - Any other special arrangements such as overtime for ancillary staff, electricity consumption, cost of materials, etc. need to be reimbursed by the Hirer to the College.

6 Deposit for exhibition venues

All bookings for exhibition venues have to be made at least four months in advance. A deposit of 25% of the rental will normally be charged for exhibitions to be held and must be settled at least three months before the function takes place.

7 Refund of charges

- 7.1 Where the hire charges have been paid in full by the Hirer and the confirmed booking is later cancelled by the Hirer:-
- a. A full refund of the deposit / charges paid will be given if the booking is cancelled 45 days or more before the function;
 - b. Half of the deposit / charges paid will be refunded if the cancellation is made less than 45 days but more than 10 days before the function;
 - c. Ten days or less before the function, no refund will be made. Subject to acceptable reasons for the cancellation, special cases will be considered by the College.
- 7.2 If the booking is cancelled for reasons stated at item 4.2 above, any money paid by the Hirer will be refunded without interest or compensation to the Hirer.

8 Responsibility for injury and damage during the hire period

- 8.1 The Hirer shall be responsible for all damages to the buildings and properties of the College and is obliged to take appropriate insurance policies to cover the function as well as their participants.
- 8.2 The Hirer shall pay to the College on demand the cost of reinstating, cleaning or replacing any part of any property or facility of the College, which has been damaged, destroyed, stolen, removed or made dirty during the period of hire.
- 8.3 The College shall not be liable for any fatality, injury, loss or damage, which may result from the use of the College's premises or facilities by the Hirer.
- 8.4 The College shall not be responsible for any loss or damage arising from the interruption or cancellation of the Hirer's function caused by whatsoever reasons, including power supply failure, and typhoon, etc.
- 8.5 The Hirer shall indemnify the College against all claims, actions, proceedings, demands, costs and expenses arising therefrom or in connection with the Hirer's function.

9 Subletting

The Hirer shall not sublet any part of the College premises hired by him / her.

10 Display of advertisements

The Hirer shall obtain prior approval from the College, via the host unit, for the display of any advertisements, notices, posters and business logos in College premises. Posting of the aforesaid materials could then be done by the Hirer directly at the designated places.

11 Permits

The Hirer shall obtain all permits and licenses in compliance with statutory requirements in connection with any function including the period for preparation.

12 Sale of goods and commercial transactions

No goods or articles shall be sold by the Hirer and no commercial transactions shall be allowed to take place unless prior approval has been obtained from the College.

13 Vacating premises and removal of property after period of hire

13.1 Upon vacation of the College premises, the Hirer shall remove all property brought by him / her. Any property found thereafter will be removed or disposed of in such manner as the College considers appropriate.

13.2 With Reference to item 13.1 above, the College reserves the right to claim from the Hirer for any expenses incurred in the course of removal, storage and disposal.

14 Disputes and Controversies

The College shall not be involved with nor be responsible for any disputes and public controversies arising from the Hirer's function. The hiring of the College premises shall in no way constitute any agreement or support of the content and nature of the function and the Hirer shall not imply any College or PolyU support / endorsement in any literature or publicity for the function. Conversely, the College shall have the right to cancel any function which may give rise to such public disputes and controversies without prior notice.

B. Regulations of hire

1. For activities that may involve risks to participants, the Hirer may be required, and will be assisted by our colleagues, to subscribe to a public liability insurance in favour of The Hong Kong Polytechnic University, College of Professional and Continuing Education Limited and Hong Kong Community College.
2. The Hirer is responsible for their staff and participants to maintain good conduct and to dress in reasonable attire in the function.
3. The content, nature and hours of the function must be consistent with those approved in the Application Form.
4. Furniture re-arrangement will not be permitted without the express consent of the College.
5. The stated capacity of the venues should not be exceeded.
6. No food or drink is allowed in-doors. No smoking is allowed in the entire campus. The consumption of alcoholic drinks is not permitted anywhere on campus except with prior permission from the College.
7. Reinstatement of the venues and facilities to their original conditions immediately after use is required.
8. The Hirer is requested to present the payment receipt and relevant correspondences for verification on the date of the function.
9. The function shall normally be held between 9:00 am to 6:00 pm on the date(s) of hire unless extension of time has been agreed with the College in advance.
10. The venues hired for the function must be properly roped off for crowd control. For the security and safety of all concerned parties, the Hirer is recommended to notify the Hong Kong Police of any function involving large number of non-College participants, say 100 or more.
11. No seditious publicity, display or parade is allowed on site or anywhere on campus and the condition on display of advertisements as stated in section A item 10 must be complied with. Those who wish to broadcast pop music at the

- campus have to apply for permission from the Composers and Authors Society of Hong Kong Ltd. There should not be excessive noise at any time and any place where such noise could cause disturbance to others. Song dedication or musical performance is allowed only between 12:30 pm to 2:00 pm.
12. The entrance and exit to the venues for the function must be designated and clearly publicised to facilitate crowd movement and the venues should not be overcrowded at any time. The Hirer is required to indicate the estimated number of spectators and attendants in the application.
 13. The College reserves the right to demand the Hirer to discontinue the function at any time during the period of hire if these Conditions and Regulations of Hire are deemed to be violated, or if the function disturbs the operation of the College.
 14. Notwithstanding the above Conditions and Regulations, the Hirer shall comply with all other Regulations of the College as may be valid and applicable during the entire period of time. Copies of these Regulations can be obtained from the College.
 15. The Hirer is required to comply with current statutory requirement for employing registered electrical workers to carry out any fixed electrical wiring installation. Only those electrical appliances including the power plugs that are in full compliance with the latest relevant regulations are allowed to be used.

The Rental Charges for Venue Booking for Outside Organisations

| Venues / Facilities | | Classroom, Seminar Room (under 100 seats) | Lecture Theatre (101-160 seats) | Lecture Theatre (over 160 seats) | Multi-Purpose Hall & Gymnasium | Performing Arts Rehearsal Room | Laboratory, Workshop, Studio | Display Areas and Foyers Designated for Booking (rate per day) | Sky Garden Designated for Booking (rate per day) |
|------------------------------|--|--|-------------------------------------|-------------------------------------|--|--|------------------------------|---|--|
| WK Campus (N1, N2) | Basic Venue Charges | \$700 / hr <small>(N4)</small> | \$1,000 / hr <small>(N4)</small> | \$1,600 / hr <small>(N4)</small> | \$2,800 / hr <small>(N5)</small> | \$600 / hr | Not available for booking | \$1,000 / day | Not available for booking |
| | Standard Audio-Visual Equipment (No additional charge) | <ul style="list-style-type: none"> • Projector and screen • Desktop PC • Visualizer • Lectern / wired microphone | | | <ul style="list-style-type: none"> • Projector and screen • 2 wired microphones • 2 wireless microphones • DVD (Blue Ray) player | <ul style="list-style-type: none"> • Projector and screen | | | |
| | Additional Audio-Visual Equipment (\$100 per hour each) Additional Audio-Visual Technician ^(N3) <ul style="list-style-type: none"> • 9:00 am - 6:00 pm: \$600 / hr • 6:00 pm to 11:00 pm: \$825 / hr | <ul style="list-style-type: none"> • Wireless microphone | | | <ul style="list-style-type: none"> • Technician for stage lighting (On a cost recovery basis according to the fee charged by the outsourced contractor) | Not Applicable | Not Applicable | Not Applicable | Not Applicable |
| | Additional Furniture | Not Applicable | | | <ul style="list-style-type: none"> • Surcharge \$5,000 / booking ^(N6) (incl. up to max of 800 PVC chairs and max of 5 pcs 2-person desks) • 2-person desks: \$200/booking (incl. 5 pcs max) | | | <ul style="list-style-type: none"> • 2-Person Desks: \$200 / booking (incl. 5 pcs max) • PVC Chairs: \$100 / booking (incl. 20 pcs max) | |

| Venues / Facilities | | Classroom, Seminar Room (under 100 seats) | Lecture Theatre (101-160 seats) | Lecture Theatre (over 160 seats) | Multi-Purpose Hall & Gymnasium | Performing Arts Rehearsal Room | Laboratory, Workshop, Studio | Display Areas and Foyers Designated for Booking (rate per day) | Sky Garden Designated for Booking (rate per day) |
|---------------------|---|--|---------------------------------|----------------------------------|--------------------------------|--------------------------------|---|--|--|
| WK Campus | Venue Charges to PolyU Departments | Basic venue charges of \$7 / hr per seat ^(N4) | | | 25% off | 25% off | Basic venue charges of \$13 / hr per seat ^(N4) | 25% off | 25% off |

Remarks:

- N1) Any other special arrangement such as overtime for ancillary staff, electricity consumption, cost of materials, etc. to be determined by the College.
- N2) Normal booking hours are between 9:00 am and 6:00 pm with a minimum charge of 3 hours for each hired session.
- N3) An additional charge of \$600 per hour between 9:00 am and 6:00 pm, and \$825 per hour between 6:00 pm and 11:00 pm will be made for stationing an Audio-Visual Technician if so required by the Hirer subject to available manpower and a minimum of 3-hour's charges.
- N4) The venue charges will be adjusted in reference to the charges as updated by PolyU for hiring venues on PolyU main campus.
- N5) The hirer cannot change the sport setting during each booking session.
- N6) For the Multi-Purpose Hall & Gymnasium, a maximum of 800 PVC chairs can be provided. When the Multi-Purpose Hall & Gymnasium is hired for functions other than sports, a surcharge of \$5,000 is applicable to cover seating arrangement for a maximum of 800 chairs and a maximum of 5 pieces of 2-person desks, etc. The down-time needed for such arrangement is estimated to be no less than 3 hours.

Regulations for the use of sports facilities by staff and students

Eligible users

The sports facilities are available for use by the following persons on presenting their valid staff ID / student ID / sports facilities user cards:

1. Full-time eligible HKCC and SPEED students.
2. Part-time eligible students of PolyU-SPEED award programmes.
3. Full-time staff of CPCE.
4. Spouse and dependents of the staff of point 3 above who have valid sports facilities user cards issued by Student Affairs Office of PolyU. Dependents under 12 must be accompanied by an eligible user who is 18 or above.
5. Full-time staff of PolyU who have to perform designated duties on campus.
6. Part-time staff and temporary staff of CPCE, including visiting lecturers, who have pre-registered with the College through their Unit Co-ordinators.
7. Guest users:
 - a. For each guest's use of sports facilities (excluding Fitness Centre), the host user shall purchase a non-refundable Guest Ticket[^] at the amount of \$20 at the CSAO's Service Counter (9:00 am to 5:30 pm, Monday to Friday) with validity for every 1-hour session.
 - b. Security staff shall conduct random checking on the use of sports facilities. Any host user found entertaining a guest using the facilities without a guest ticket will be fined a penalty charge of \$50 for each guest entertained.
 - c. A student user can invite one paying guest at one time and a staff user can invite three paying guests at one time.
 - d. The host user must accompany the guest when using the sports facilities at the session reserved. A guest without the presence of the host will lead to nullification of the booking and the guest shall be required to leave the premises.
 - e. The host user shall not entertain guests for commercial purposes of any form and shall be held responsible for the conduct of the guests during their stay.
 - f. Both the host user and the guests should observe all regulations regarding the use of sports facilities. The College maintains the right to request any guest to leave the premises if his / her behaviour bring nuisance to other users or disrupt the orderly operation of the campus.
 - g. Non-compliance with the regulations by the host user shall lead to suspension of his / her right to use the sports facilities and to bring guests for use of sports facilities for a period of 14 days.

[^] *The guest tickets can only be used for the booking sessions on Saturday until further notice.*

Individual bookings

1. Individual bookings can be made one week in advance through CPCE Facilities iBooking System at <https://mbs.cpce-polyu.edu.hk/ibooking>. Each individual can book only one session per day, except the Fitness Centre where users can book up to two consecutive sessions per day[#].
2. Payment must be made through Octopus card system at the iPay Kiosks. A booking confirmation will be sent to the user's student / staff email account upon payment.
3. Payment is non-refundable unless the booking is cancelled due to adverse weather, or the College's decision due to unavoidable reasons stated in the section "Temporary closure" below. In these cases, users can retain the booking confirmation email and use it later to make a free booking of the same value.
4. Confirmed bookings cannot be transferred. If users anticipate that they will be unable to use the reserved facilities, they should cancel their bookings in advance so that the facilities can be released for booking by other users. Users are prohibited from transferring their confirmed bookings to others privately.
5. The users who made the booking must be present when using the reserved facilities. They must present the booking confirmation email to access to the sports facilities and keep it for the entire period of booking for random checking.
6. If a booked facility (except the Fitness Centre) remains unoccupied 10 minutes after the beginning of the booked session, it will be released to other users. If the user does not turn up at the Fitness Centre 15 minutes after the appointed time, the booked slot will become available for other users. The booking fee will not be refunded. Any users who wish to make use of such unoccupied facilities must make their bookings through the CPCE Facilities iBooking System with the normal booking fee. However, such bookings will not be restricted by the "one session per day" rule.

Booking restriction of the Fitness Centre currently relaxed for sessions after 6:30 p.m. until further notice, whereby users can book up to two extra sessions on the same day one week in advance.

Booking charges and number of users permitted in sports venues

To ensure users' safety, the maximum number of concurrent players allowed for respective sports venues is set as follows:

| Sports Venue | Charges for student & alumni (\$ / hr)** | Charges for staff (\$ / hr)** | Max. no. of players for competition & recreational activity | Max. no. of players for training session under supervision of certified coaches |
|--------------------------------|--|-------------------------------|---|---|
| Badminton court | 10 | 20 | 4 | 6 |
| Basketball / volleyball court | 21 | 42 | 12 | 24 |
| Performing Arts Rehearsal Room | 10 | 20 | 25 | 25 |
| Fitness Centre* | 3 (per head per 30 mins) | 6 (per head per 30 mins) | 12 | 14 |

* Only those who are 16 or above and have been trained to use the fitness equipment and able to provide fitness room training records endorsed by the CPCE Student Affairs Office can use the Fitness Centre.

** Booking charges currently waived for students and staff until further notice.

Injuries

- All injuries must be reported immediately to the security staff on duty or Health Centre for necessary action. First aid boxes are kept near the entrance of the Multi-Purpose Hall and Gymnasium, Rehearsal Room and Fitness Centre.
- Users are responsible for their own safety during their stay in the sports facilities and are reminded to take necessary precaution against injury. The College disclaims the responsibility or liability whatsoever due to negligence or misuse of the equipment by the users.

Attire

- Users should put on sportswear. Footwear must be non-marking rubber-soled sports shoes. No metal stud-shoes are allowed.

Changing rooms

- All lockers must be cleared when leaving the sports facilities. Users must not leave their belongings in the lockers after campus opening hours. Authorised personnel of the College have the right to clear all lockers daily after the closing time and to dispose properties found therein. The College will not be responsible for the safekeeping of any items found in the lockers, nor be liable for any loss or damage of personal belongings in the changing rooms out of the user's own negligence.
- Use of mobile phone or other digital equipment with photo-taking or video-filming taking functions is not allowed in changing rooms.

Safety of personal belongings

- Users are reminded not to leave valuables in the sports facilities. The College is not responsible for any loss or damage of personal belongings being left unattended in changing rooms or at the sports facilities.
- Unclaimed property and / or users' belongings left behind in any sports facilities will be sent to the Campus Facilities Management Office on LG/F for further action on the following day.

Collection and return of smart-card

- Users are required to borrow a smart-card from the designated locations listed below to access to the Rehearsal Room and Fitness Centre. They should present their valid student / staff ID cards together with the booking confirmation email for verification before collecting the smart-card:

| Location | Service Hours |
|---|---|
| CSAO's Service Counter (WK-N3/F) | Monday to Friday: 9:00 am to 5:00 pm <i>(for booking sessions before 4:00 pm only)</i> Saturday, Sunday and Public Holidays: Closed |
| Campus Facilities Management Office (WK-SLG08) | Monday to Friday: 3:30 pm to 10:30 pm <i>(for booking sessions after 4:00 pm only)</i> Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed |

- Users shall leave their student / staff ID cards as a record for collecting the smart-card.
- The smart-card must be returned to the CSAO's Service Counter or the Campus Facilities Management Office immediately after use or no later than 12:00 noon on the following working day.
- Users are responsible for any loss or damage to the smart-card.

Proper use of sports facilities

- Sports facilities can only be booked for their designated and specific use, unless prior approval is obtained from the College. For those without prior approval, the College has the authority to terminate the use / activity and demand the user to leave the venue.
- Users will be responsible for any damage to the property in the sports facilities, such as lockers, windows, flooring, furniture, etc. As a general rule, damage should be reported as soon as possible.
- Functions, training courses or commercial activities of any kind should only be held in the campus with the prior approval of the College.

- Users must observe and follow the regulations governing the use of sports facilities, be responsible for their own safety and that to others while using the sports facilities.
- Users should demonstrate courteous conduct and should not cause any nuisance to other users.

Misconduct

- In the case of misconduct, or of any behaviour inconsistent with the regulations governing the use of the sports facilities or any other rules / regulations regarding the use of the campus, or where premises are being misused, the College shall have the authority to expel or debar the offender from the premise for a period up to three months. A written appeal against the decision may be lodged with the College within 14 days.

Photo-taking and video-filming

- Photo-taking without flash and video-filming are allowed inside the sports facilities, except in the changing rooms, provided that no disturbance is caused to other users.

Pets

- Users must not bring any pets into the sports facilities.

Smoking

- Smoking is not permitted in the sports facilities, or anywhere else on the campus.

Gambling

- No gambling in any form is allowed within the sports facilities, or anywhere else on campus.

Food and drink

- No food or drink except water is permitted in the sports facilities.

Publicity materials and decorations

- Unless prior approval is obtained from the College, users are not allowed to display any decorations, banners or signs, etc. in any sports facilities.

Temporary closure

- All sports facilities will be closed when tropical cyclone warning signal no. 8 or above is in effect. They will resume normal operation two hours after the Tropical Cyclone Warning Signal No. 8 or above is lowered. The facility resumption time may be extended based on the prevailing weather and transportation conditions.
- The College reserves the right to close any part of the sports facilities when, in its opinion, the facilities are not suitable for use. The sports facilities staff will cancel the bookings of the affected venues on the day. In such case, users can retain the booking confirmation email for making a free booking of the same value at a later time.

Revision of regulations

- Users are required to accept the interpretation of the aforesaid rules and decisions made by the College. The College reserves the right to alter or amend any of the aforesaid regulations when necessary.

Opening hours and booking services of sports facilities

| | |
|---------------------------------|---|
| Sports Type / Facilities | Basketball, volleyball, badminton, rehearsal room, fitness centre |
| Opening Hours | Monday to Friday: 9:30 am to 10:30 pm* Saturday: 9:30 am to 6:30 pm* Sunday and Public Holidays: Closed |

* During the facilities opening hours, some timeslots may not be available for external use due to court closures and/or reserved use.

| Service | Location | Service Hours |
|--|--|---|
| Collection and Return of Access Card to Rehearsal Room and Fitness Centre | CSAO's Service Counter (WK-N3/F) | Monday to Friday: 9:00 am to 5:00 pm <i>(for booking sessions before 4:00 pm only)</i> Saturday, Sunday and Public Holidays: Closed |
| | Campus Facilities Management Office (WK-SLG08) | Monday to Friday: 3:30 pm to 10:30 pm <i>(for booking sessions after 4:00 pm only)</i> Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed |
| Purchase of Guest Tickets | CSAO's Service Counter (WK-N3/F) | Monday to Friday: 9:00 am to 5:30 pm Saturday, Sunday and Public Holidays: Closed |

The opening / service hours may be adjusted during special periods. The latest arrangements will be posted on the CSAO website at <https://sao.cpce-polyu.edu.hk>.

Regulations for the use of computing facilities by students

PolyU WK Campus – Student Computer Centre & other related facilities and services Rules and Regulations

The following categories of users are eligible to use the computer centre's facilities:

- CPCE full-time staff
- CPCE part-time and temporary staff who have pre-registered with the ITU (Information Technology Unit) through their Unit Co-ordinators.
- HKCC and SPEED students registered for PolyU-HKCC and PolyU-SPEED award programmes.
- SPEED students registered for overseas award programmes are eligible only at the discretion of SPEED and subject to availability.
- Students enrolled in continuing education courses (subject to the provision of the course).

General rules

- Facilities are available on a first-come-first-served basis.
- Users are only allowed to use the hardware and software provided in the centre, except storage devices such as memory cards, memory keys and CD / DVD discs for storing personal data files. Personal software programmes, such as, but not limited to, shareware or freeware, are strictly prohibited.
- Users should follow the instructions and guidelines before using the computer facilities.

User's responsibilities

Users MUST:

- observe the law of copyright and license agreements when using copyright materials in the course of teaching and learning. Reproduction or duplication of audio-visual materials or computer software is strictly prohibited. Copyright law should be strictly observed by all users when reproducing copyright materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences concerning copyright that may arise (please refer to Copyright Ordinance – Chapter 528 of the Laws of Hong Kong – at the website of the Department of Justice of the HKSAR Government: www.elegislation.gov.hk/hk/cap528 for details);
- comply with the terms of any license agreement between the Library and a third party which governs photocopying, photography, the use of software, and the access to and use of data.

Users SHOULD:

- keep the computer centre clean and tidy;

- use the facilities for legitimate purposes only;
- report suspected virus attacks on computer systems to the ITU staff on duty or the helpdesk;
- return all equipment on loan to the counter half an hour before the closing time or at any other time upon request by ITU staff on duty;
- leave the computer centre at or before the closing time, or as otherwise requested by ITU staff on duty.

Users SHOULD NOT:

- cause disturbance to others in the computer centre;
- attempt to gain unauthorised access to any computer systems in the College or elsewhere;
- alter, delete, or copy any licensed software on the equipment in the computer centre;
- take away computer stationery, blank computer paper / paper for laserjet printers, etc, from the computer centre;
- move or relocate any furniture, equipment, manuals or other properties in the computer centre without the permission of the ITU / security staff on duty;
- deface or damage in any way any furniture, equipment, manuals or other properties in the computer centre;
- smoke, eat or drink of any kind, shout, sing or play in the computer centre;
- reveal his / her User-ID and Password to any other person;
- post and introduce obscene material on the computer systems;
- abuse the privilege of using the computing facilities for non-coursework purposes such as playing computer games;
- bring in objects which may interfere with the proper use and management of the computer centre such as bottles of ink, wet umbrellas, food or drinks;
- pagers, mobile phones or other photographic equipment such as cameras, audio and video players, etc, may not be used in the computer centre without the prior permission of the ITU / security staff on duty;
- leave personal property unattended anywhere in the computer centre.
- take unauthorised photography and audio or video recordings in the computer centre.

Leaving items unattended on desks are considered as a “reservation” of a computing place and any such computing places may be taken up by other users. In case of dispute, the IT Manager or his / her designated representative has absolute discretion in allocating the seats to users. Unattended belongings may be removed by ITU / security staff on duty and the College will not be responsible for any loss or damage of personal property.

Security concern

- All users need to present their staff / student ID (or library tickets/ facilities access cards in the case of SPEED’s overseas awards programmes and continuing education courses) for access into the computer centre.

- Users may be requested by the ITU / security staff on duty to check their bags, cases, personal belongings etc. at the exit or at any time inside the computer centre.

Penalties for misconduct

Infringement of any of the above regulations may result in the following penalties:

- On first and second offences of any one of the above regulations – the user will be served with a warning notice.
- On the third offence – the user will be required to leave the Student Computer Centre immediately and his / her account in Student Computer Centre will be suspended for one week (i.e. student cannot login PC in the Student Computer Centre).
- On the fourth offence – the user will be required to leave the Student Computer Centre immediately and his / her account in Student Computer Centre will be suspended for one month (i.e. student cannot login PC in the Student Computer Centre).

The record of any offence would be kept for 12 months. If the user commits further offences, his / her case would be referred to the Director of his / her respective unit and/or the CPCE Student Discipline Committee for further consideration. ITU also reserves the right to exercise discretion to report the violation direct to the Director and/or Student Discipline Committee.

Express Printing Areas

Express Printing Areas are setup as an extension of the Student Computer Centre and the above rules are generally applied to express printing areas. On the other hand, users should observe the rules posted in these areas or as advised by the ITU / security staff on duty.

Student notebook computer / power bank loan service

Student notebook computer is available at the IT Service Counter of the Student Computer Centre, while power bank loan service is available through power bank vending machines. Students are requested to accept the following rules before using the services:

Rules and regulations

- Each student can borrow one notebook and power bank only.
- Borrowers must accept the devices assigned to them by the IT Service Counter staff on duty.
- Borrowers are required to check the quantity and functionality of the items when checking out. The College / ITU reserves the right to charge the borrowers for any loss or damage due to misuse.
- Borrowers must not add / remove / modify any hardware and software on the devices. Any change of the appearance of the devices, for example, adding / removing labels, is also strictly prohibited. In case of any offence, user's borrowing privilege will be suspended permanently.

- Notebook computers and tablets are provided for learning purposes only. Borrowers are solely responsible for any liabilities due to illegal or improper use of the devices.
- The devices may be recalled for checking and other purposes and must be returned to the IT Service Counter of the Student Computer Centre during the opening hours as soon as possible.

Borrow, return and overdue

- Borrowers must present their student identity cards at the IT Service Counter when borrowing the devices.
- Borrowers must return the devices in person to the Helpdesk Counter of the same Student Computer Centre where they borrow the devices on the same day during the opening hours.
- An overdue fine calculable immediately from the day following the date due will be charged.
- The replacement cost may be waived if the lost item is found and returned within 4 weeks of the issuance of the notice concerned. However, the overdue fine calculable from the due date to the date that the item is actually returned still has to be settled. All payments are non-refundable.

Physical Damage

- For any physical damage case and/or overdue case for 3 weeks or above, the student's borrowing right will be suspended for 1 semester and he / she is required to pay the repair / replacement cost in full.

Printing / photocopying facilities

General Rules

- Facilities are intended for learning and teaching purposes only, unless with prior approval from relevant CPCE units.
- Users should read the user guide and printing / copying charges shown on the printers / photocopiers and/or notice boards before using the facilities.

User's responsibilities

Users SHOULD:

- Use the facilities for legitimate purpose only.
- Use the facilities with care.
- Take your own printouts only.
- Report paper jam, print quota or printout quality issue to ITU helpdesk.
- Report any irregularities to ITU helpdesk or Library helpdesk.

Users SHOULD NOT:

- Attempt to gain unauthorised access to any printing / photocopying system.
- Use the facilities for non-coursework purposes.
- Move or relocate any equipment and accessories of the printers / photocopiers.

- Open the locks of printers / photocopiers and take away any paper from the paper trays.
- Submit large print job(s) to the printers which may take more than 3 minutes to process; ITU has authority to cancel any large (more than 90 pages) or time-consuming print jobs.

Revision of regulations

Users are required to accept the interpretation of aforesaid rules and decisions made by the College. The College reserves the right to alter or amend any of the aforesaid regulations when necessary and without prior notice.

Regulations for the use of lockers by students

1. Eligibility

1.1 Subject to the availability of lockers, each full-time student is eligible to apply for a maximum of one locker for storing personal belongings throughout his / her years of study* by paying a one-off non-refundable locker maintenance fee of \$100 at the first registration.

**Students should apply for a new locker if they are re-enrolled in a full-time Poly-HKCC or PolyU-SPEED award programme.*

1.2 CSAO will announce the locker application procedures to eligible students at the start of the semester, if deemed necessary. Eligible students should submit their applications to CSAO. If the number of applications exceed the provision, lockers will be allocated on a first-come-first-served basis. Each successful applicant will be allocated a maximum of one locker on campus.

2. Rules governing the use of the lockers

2.1 Students should provide their own padlocks for their lockers and keep the lockers securely locked at all times. They have the responsibility to acquire a strong padlock for their own lockers. Combination locks are not recommended, for security reasons.

2.2 Students are advised not to store any valuable belongings in the lockers. The College will not be responsible for the security of the items kept inside the lockers. Students should take full responsibility of all items stored in their own lockers. In case of theft, students are required to report to the Campus Facilities Management Office at Room SLG08, LG/F of South Tower immediately.

2.3 Any student who requests our staff or representatives to cut the padlock of his / her locker (for whatever reason) should complete and return the “Request for Locker Service” form to CSAO. A handling fee of \$50 will be charged.

2.4 Students are advised to pay attention to the possible disciplinary consequences arising from misuse of College amenities:

- a. The right of the use of the locker is not transferable. The locker so allocated through proper application channel is deemed for use by the student who made the application. Any student found to have given the user / access right of the locker to other person(s) or outsider(s) are subject to disciplinary actions.
- b. Posting stickers or posters on the lockers is not allowed.
- c. Students should ensure the cleanliness and hygiene of their lockers.
- d. For safety reasons, bulky items, e.g. badminton rackets, etc., should not be hung outside the lockers.

- e. Storage of any items of illegal nature or of which may cause or be likely to cause a health hazard, security risk, physical danger or nuisance to the environment / the College / general public (e.g. perishable food, explosives, pets, weapons, etc.) is strictly prohibited. Such cases will be referred to the CPCE Student Discipline Committee.
 - f. Any violation of the locker regulations by the users may result in termination of the use of lockers and/or confiscation of items kept inside lockers. The College may decide to take disciplinary actions against students who do not observe the rules governing the use of lockers.
 - g. Occupying student locker(s) without proper application / approving procedures, and failure to observe the deadline of clearance shall be treated as unauthorised use. Unauthorised use of lockers is strictly forbidden. In case of unauthorised occupation of locker, the College has the right to instruct the Campus Facilities Management Office to force open the locker to remove and dispose of the items therein without notification in advance.
 - h. Any student found to have occupied locker(s) without authorisation will need to pay a fine of \$100 (subject to change) per locker.
3. Return of lockers on termination of studies, change of study mode or graduation
- 3.1 Students who withdraw from studies must vacate their lockers immediately and leave the doors unlocked by the time they submit the withdrawal application to the CPCE Academic Registry to avoid delays in refunding their caution money.
 - 3.2 Students whose studies are terminated must vacate their lockers and leave the doors unlocked within 10 working days from the date of termination.
 - 3.3 Students who have changed to a part-time mode of study are required to vacate their lockers and leave the doors unlocked before commencing their part-time programme.
 - 3.4 Upon graduation, students are required to vacate their lockers and leave the doors unlocked on or before the end date of their final enrolled semester or the deadline as specified by CSAO, whichever is earlier.
 - 3.5 Any items left inside the lockers after the deadline specified by CSAO will be disposed of or donated to charitable organisations without further notice.
4. The right of the College
- 4.1 The College reserves the right, in case of emergency or violation of the above regulations, to take possession of the locker concerned, dispose of the items therein and forfeit the student's right to use the locker without prior notice. The College is not responsible or liable for any loss or damage of the property found inside the locker under such circumstances.
 - 4.2 The College reserves the right to reallocate student lockers for current users for any reason, including but not limited to maintenance, repairs, or safety concerns. Prior notice will be given to affected users whenever possible.

Regulations for the use of car parks by staff and visitors

PolyU WK Campus – Car Park Rules and Regulations

1. Interpretation of words and expressions:
 - “Carpark” (停車場) means the vehicle parking space at LG/F, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon.
 - “Landlord” (業主) means The Hong Kong Polytechnic University
 - “Manager” (管理公司) means the facilities management service provider who manages the carpark for CPCE.
 - “Parking Permit” (泊車証) means the label for monthly parking issued by the manager.
 - “Parking Space” (車位) means designated spaces assigned by the owner for parking of vehicles or places for waiting.
 - “Users” (使用者) include driver, vehicle owner or their representatives who drive their vehicles into the carpark.

These carpark regulations apply to all carpark users, including parking permit holders, official visitors, visiting lecturers, ad-hoc staff users and drop-off only users.
2. All drivers in the campus are required to observe the regulations in detail and to follow the instruction given by the manager and his / her representative.
3. The driver of all vehicles within the campus must be the holder of a valid driving licence. All vehicles must have a valid vehicle licence and be covered by Third Party Insurance. All carpark users have to comply with the latest road traffic regulations of the law of Hong Kong. No learner driving is permitted on campus.
4. The landlord or manager may at his / her discretion exercise the right of admission to any person and entry of any vehicle.
5. All vehicles may be parked within the period from 7:00 am to 11:00 pm (Monday to Saturday), 9:00 am to 7:00 pm (Sunday & Public Holidays). Unless prior approval from the manager has been sought, overnight parking is not allowed.
6. Parking permits are issued by Campus Facilities Management Office and final decision will be subject to the approval of the Chairman of CPCE Campus Committee. All CPCE full-time staff are eligible applicants. Each applicant should submit only one application for a parking permit for each type of vehicle at his / her home campus. Duplicate submissions for the same type of vehicle will not be processed. If applications exceed the provision, lots will be drawn. There are three rounds of application of parking permits each year, and the duration of each parking period is as follows:
 - Period One: From 16 August to 15 January the following year
 - Period Two: From 16 January to 15 June

- Period Three: From 16 June to 15 August
7. CPCE staff members serving as Student Hostel Tutors will be given priority in parking space allocation, with the possibility of overnight parking on campus. Unsuccessful applicants of the current period of parking space application will be given higher priority over those successful applicants of their same unit in the following period of application within that academic year.
 8. Successful applicant will need to submit photocopies of the vehicle's registration document issued by the Government Transport Department, a valid insurance policy and the applicant's driving licence. Normally the vehicle should be registered under the name of the applicant or his / her spouse. In case the vehicle is registered under the name of the applicant's spouse, a photocopy of the marriage certificate should be provided.
 9. Parking charges will be reviewed, as and where appropriate and necessary, with due reference to the related practice of the PolyU proper as well as the availability of parking space on campus.
 10. Parking permit holders should always park their vehicle at their designated spaces. Other users are required to observe any instructions given by the manager or on-site staff.
 11. Official visitors are required to reserve a parking space with the manager through their host units at least one day in advance, providing their licence plate no. and intended time and duration of their visits.
 12. Visiting lecturers intended to use the carpark are required to submit their licence plate no. to their respective units. Only a limited number of parking spaces are available for each timeslot. Each unit is required to co-ordinate the usage within its allotted spaces and inform the manager about the arrangement at least one day in advance.
 13. Full-time CPCE staff members who wish to park their vehicles on an ad-hoc basis may reserve a parking space (which is subject to availability) with the manager through their host units at least one day in advance, providing their licence plate no., intended time and duration of parking. For parking period not exceeding 30 minutes, prior booking is not necessary but subject to the availability of parking space. Staff members are reminded that if regular parking is required, they should submit an application for a parking permit.
 14. Non-official visitors and non-carpark permit holders are entitled to a free drop-off time of 30 minutes. However, if the laybys are full, the use of any other parking spaces will be at the discretion of the manager.
 15. The manager reserves the right to dispose of any vehicle which has been left in the carpark for 7 consecutive days or in the event of the vehicle becoming a hazard to other users. All expenses incurred for removal of such vehicle shall be recoverable

from the user.

16. The manager or the landlord shall not be liable for any damage or loss sustained to any vehicle during such removal or any subsequent storage wheresoever and further such user hereby indemnifies the manager or the landlord against all action claims and proceeding by any person who may suffer any damage or loss during or in the course of such removal.
17. The loss of parking permit must be reported to the manager immediately and a new permit shall be reissued at a prescribed charge.
18. Neither the manager nor the landlord shall be responsible for theft.
19. Neither the manager nor the landlord shall accept any liability for loss and damage to any vehicle or for loss and damage to the contents of the vehicle howsoever such loss and damage may have arisen.
20. Neither the manager nor the landlord shall be responsible for any personal injury or death which may happen while any person is within this carpark such death or injury may have arisen.
21. No cleaning or repairing for any vehicle should be carried out in the carpark (except for emergency breakdown repairs).
22. A vehicle shall not be parked in any manner which may cause obstruction to other users and shall be parked within the perimeter of the designated space.
23. The speed limit inside the carpark area is 8 km/hr, which shall not be exceeded.
24. The driver or any vehicle must not sound any horn except in case of emergency.
25. No smoking is permitted.
26. A vehicle causing excessive noise or pollution within the campus will be required to be driven away.
27. All motorcycle drivers shall wear an appropriate safety helmet while driving in the carpark.
28. The above regulations are subject to revision by the Campus Committee or its delegate as and when deemed necessary.