

Regulations for the Use of Music Room

1. Eligible Users

The music room (WK-N303) is available for use by the following persons on presenting their valid student ID / staff ID cards:

- 1.1 HKCC students
- 1.2 Full-time and part-time students of PolyU SPEED award programmes
- 1.3 Full-time CPCE staff

2. Individual Bookings

- 2.1 Individual bookings can be made one week in advance at the Information Kiosk of the relevant campus IN PERSON by presenting the valid student ID / staff ID card.
- 2.2 Bookings are made on a first-come-first-served basis unless otherwise specified.
- 2.3 Every booking session is 60 minutes.
- 2.4 Each individual can book only one session per day and no more than 3 sessions per week.
- 2.5 To secure the booking, users shall pay the venue charge immediately upon reservation. Payment must be settled by Octopus. A booking permit will be given to the user on payment. The confirmed booking cannot be transferred nor cancelled.
- 2.6 The booking charge is HK\$30 per hour.
- 2.7 Payment is non-refundable unless the booking is cancelled due to adverse weather, or the College's decision based on unavoidable reasons stated in the section "Temporary Closure" (please refer to regulation 11). In these cases, users can retain the booking permit and use it later to make a free booking of the same value.
- 2.8 If the music room remains unoccupied 10 minutes after the beginning of the booked session, it will be released to other users. The booking fee will not be refunded. Any users who wish to make use of such unoccupied facilities must make their bookings at the Information Kiosk (WK) with the normal booking fee. Such bookings will not be restricted by the "one session per day" rule (please refer to regulation 2.4).

3. Collection of Smart-card

- 3.1 Users need to collect a smart-card for access to the music room and they should present their valid student ID / staff ID cards together with the booking permit at the Information Kiosk (WK) for verification before collecting the smart-card.
- 3.2 Users shall leave their student ID / staff ID cards as a record for collection of the smart-card.

- 3.3 Users will be given a booking record sheet showing the timeslot booked. They are requested to put the record sheet in the signage holder outside the music room during the booked period for staff checking.
- 3.4 Users must keep the booking permit for the entire period of booking for random checking.
- 3.5 The smart-card must be returned to the Information Kiosk (WK) immediately after use or at the end of each session.
- 3.6 Users are responsible for any loss of or damage to the smart-card.

4. Use of Music Room

- 4.1 No one is allowed to access the music room without prior reservation or permission. Offenders will be responsible for any loss of or damage to the property in the music room.
- 4.2 Users should not bring along any external users (non-eligible users) without prior permission.
- 4.2 Users may borrow some of the music equipment at the Information Kiosk (WK) when collecting the smart-card. The equipment must be returned to the Information Kiosk (WK) immediately after use or at the end of each session.
- 4.3 Users should not move any item from the music room without prior permission.
- 4.4 Users should lock the music room when they need to leave the room at any time during the booked period.
- 4.5 Users should restore the equipment and furniture to proper positions according to the floor plan posted inside the music room after use.
- 4.6 Users should seek advice from staff of the Information Kiosk (WK) if they are not familiar with the use of the equipment in the room. A user manual is also placed inside the music room for users' reference.
- 4.7 Users should make sure that all equipment has been switched off before leaving the room.
- 4.8 Users will be responsible for any loss of or damage to the property in the music room, caused during the session utilised by the users, such as fittings, furniture and musical equipment. All loss or damage should be reported to the Information Kiosk (WK) as soon as possible.

5. Smoking

Smoking is strictly prohibited in the music room, or anywhere else on the campuses.

6. Gambling

No gambling in any form is allowed within the music room, or anywhere else on the

campuses.

7. Food and Drink

To maintain a hygienic environment of the music room, no food or drink is permitted.

8. Misconduct

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

9. Lost and Found

9.1 The College will accept no responsibility for any loss of personal property.

9.2 Any property found will be kept at the Campus Facilities Management Office (LG/F) of West Kowloon Campus for two weeks. Thereafter, all unclaimed property will be disposed of.

10. Equipment on Loan for Use Outside Music Room

10.1 College and Students' Union registered / authorised organisations may borrow the equipment for use outside the music room.

10.2 Only organised activities such as performance and competition under supervision of HKCC full-time staff and/or Student Organisation Officers will be considered.

10.3 All applications (with prior endorsement from HKCC Student Development Committee or HKCCSU Advisor / Student Organisation Officers) must be submitted to the HKCC Information Kiosk **10 working days in advance**.

10.4 Approval of the application will be subject to the availability of the equipment. Applicants will be informed of the result in written in due course.

10.5 The hiring charge for music equipment is (for the whole lot):

0 – 4 hours : HK\$60

4 – 8 hours : HK\$120

More than 8 hours : HK\$180

10.6 Payment is non-refundable unless the loan service is cancelled due to adverse weather, or the College's decision based on unavoidable reasons. In these cases the payment will be refunded.

10.7 Successful applicant should collect the equipment from the music room and/or Information Kiosk (WK) during the loan period (please refer to the Application Form for Outdoor Rental of Music Equipment for details). All equipment and

furniture on loan must be returned to the music room and/or Information Kiosk (WK) by the deadline of the loan period and should be restored to their original positions according to the floor plan as posted in the music room. The person who signed the loan form will be responsible for any loss or damage of the equipment on loan to him/her.

10.8 The equipment can only be used on PolyU HKCC Hung Hom Bay Campus, PolyU HKCC West Kowloon Campus and PolyU Main Campus. Prior approval is required if the equipment is to be used outside the campuses.

11. Temporary Closure

11.1 The music room will be closed when tropical cyclone warning signal no. 8 or above or the black rainstorm signal is hoisted.

11.2 The College reserves the right to close the music room when, in its opinion, the room is not suitable for use and the College staff will cancel the bookings on the day. Users can retain the booking permit if payment has been made and use it later to make a free booking of the same value.

12. 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.

13. Opening Hours of Music Room

	HHB Campus	WK Campus
Music room	N/A	N303
Opening hours	Monday to Friday: 9:00 am to 9:00 pm* Saturday: 9:00 am to 4:00 pm* Sunday and Public Holidays: Closed	
Location for booking	Information Kiosk (UG/F)	Information Kiosk (2/F)
Service hours for booking	Monday to Friday: 8:30 am to 8:30 pm Saturday: 9:00 am to 4:30 pm Sunday: 9:00 am to 1:30 pm Public Holidays: Closed	

* During opening hours, some timeslots may not be available due to closures and/or reserved uses.

音樂室設施使用規則

1. 合資格使用者

下列人士出示有效的學生證 / 職員證，便可使用學院音樂室 (西九龍校園 N303 室) 設施：

- 1.1 香港專上學院學生
- 1.2 理大專業進修學院銜授課程之全日制及兼讀制學生
- 1.3 專業及持續教育學院全職職員

2. 個人訂場

- 2.1 個人訂場可於一星期前親身到所屬校園的詢問處辦理訂場手續。辦理手續時請出示有效學生證 / 職員證。
- 2.2 除非另有註明，否則訂場會以先到先得方式辦理。
- 2.3 每個訂場時段為 60 分鐘。
- 2.4 每位使用者每天只可預訂一節，而每週則可預訂最多三節。
- 2.5 使用者須於訂場時以八達通卡繳付費用，以確認訂場。繳款後使用者會獲發訂場紙。已確認的訂場不可轉讓或取消。
- 2.6 訂場費每小時港幣 30 元正。
- 2.7 已繳費用將不會退還。如因惡劣天氣或學院因為某些原因決定暫時關閉音樂室 (請參考第 11 點)，則使用者可保留訂場紙，另擇時間訂場而不需再繳付費用。
- 2.8 如已訂用的音樂室在 10 分鐘後仍未有人使用，則會公開讓其他使用者訂用，訂場費將不會退回。任何合資格人士如要訂用未被使用的音樂室，請在西九龍校園詢問處辦理手續及繳付訂場費。該訂場將不受上列「每天只可預訂一節」規則(請參考第 2.4 點)所規限。

3. 領取智能卡

- 3.1 使用者須到西九龍校園詢問處領取智能卡進入音樂室，領卡時請出示有效之學生證 / 職員證及訂場紙，以便核對及登記。
- 3.2 使用者在領取智能卡時須把學生證 / 職員證存放在詢問處。
- 3.3 使用者會獲發訂場紀錄單，單上列明訂場時段。使用者須於使用音樂室期間將訂場紀錄單放置於室外的告示架上，以便職員查核。
- 3.3 使用者在使用音樂室期間須保留訂場紙，以便職員抽查。
- 3.4 使用者須於音樂室使用完畢後或訂場時段完結後，立即將智能卡及交還詢問處。
- 3.5 使用者須對智能卡的遺失或損毀負責。

4. 音樂室使用守則

- 4.1 未經訂場或許可，任何人不得擅自進入音樂室。違者須對音樂室內所有設施的

遺失或損毀負責。

- 4.2 未經許可，使用者不得帶同外人(非合資格使用者)進入音樂室。
- 4.2 使用者可於領取智能卡的同時，於西九龍校園詢問處借用部份音樂器材。使用完畢後或訂場時段完結後，請立即將音樂器材交還詢問處。
- 4.3 未經許可，使用者不得將任何設施搬離音樂室。
- 4.4 使用者在使用音樂室期間如需暫時離開，請記緊將門鎖上。
- 4.5 使用完畢後，使用者須按照將貼於房內的擺設圖，將所有設施放回原位。
- 4.6 如使用者對房內設施的使用方法有任何疑問，可向詢問處職員查詢。音樂室內亦擺放了設施使用手冊，供使用者參考。
- 4.7 使用者在離開音樂室前，請確保所有設施的電源已關上。
- 4.8 使用者須對使用音樂室期間所有設施的遺失或損毀負責，包括裝修、傢具和音響器材。如有遺失或損毀，必須立即向詢問處職員報告。

5. 吸煙

音樂室以至校園範圍內均嚴禁吸煙。

6. 賭博

音樂室以至校園範圍內均嚴禁任何形式的賭博。

7. 飲食

為保持環境衛生，音樂室內不可飲食。

8. 行爲操守

如使用者行爲不檢或違反音樂室設施使用規則，學院有權驅逐違例者離場，或禁止違例者使用音樂室三個月。當事人可於 14 天內以書面向學院上訴。

9. 失物

- 9.1 學院對私人財物的遺失概不負責。
- 9.2 拾獲物品將會存放於西九龍校園的校園設施管理辦事處(LG/F)兩星期，過期未獲認領的失物將會被丟棄。

10. 音樂室器材外借

- 10.1 學院及學生會註冊及認可的團體可申請外借音樂室器材。
- 10.2 只限有組織及在香港專上學院全職人員及/或學生組織主任指導下的活動，如表演及比賽，方可申請外借音樂室器材。
- 10.3 所有器材外借申請表(須預先獲得香港專上學院學生發展委員會或香港專上學院學生會顧問或學生組織主任簽署同意)必須於**外借日期前十個工作天**交到學院詢問處。

- 10.4 申請結果會因應器材有否被預訂而決定。申請者將獲書面通知結果。
- 10.5 租借音樂器材費用為（以全部器材計）：
 0 至 4 小時：港幣 60 元正
 4 至 8 小時：港幣 120 元正
 8 小時以上：港幣 180 元正
- 10.6 已繳費用將不會退還。如因惡劣天氣或學院因為某些原因決定暫停租借音樂器材，則已繳費用將會退還。
- 10.7 成功申請者可於借用日期內到音樂室及 / 或西九龍校園詢問處搬取有關器材（詳情請參閱器材外借申請表）。借出的器材須在借用限期前交還音樂室及 / 或西九龍校園詢問處，並按照將貼於房內的擺設圖放回原位。簽署申請表格者須對借出器材的遺失或損毀負責。
- 10.8 所有音樂室器材只可於理大香港專上學院紅磡灣校園、理大香港專上學院西九龍校園，以及理大本部校園內使用。如需於校園以外地方使用器材，必須在事前獲得批准。

11. 暫時關閉

- 11.1 懸掛 8 號或以上颱風訊號或黑色暴雨警告訊號時，音樂室將會關閉。
- 11.2 如學院認為音樂室不宜使用，有權將之關閉。學院職員將取消所有預訂，使用者可保留訂場紙，另擇時間訂場而不需再繳付費用。

12. 修改條例

使用者需要接受學院對這些規則的解釋及決定。學院有權在需要時更改或修訂有關規則。

13. 音樂室開放時間

	紅磡灣校園	西九龍校園
音樂室	不適用	N303 室
開放時間	星期一至星期五：上午 9:00 至 晚上 9:00 * 星期六：上午 9:00 至 下午 4:00 * 星期日及公眾假期：關閉	
訂場地點	詢問處 (高層地下)	詢問處 (北座 2 樓)
訂場時間	星期一至星期五：上午 8:30 至 晚上 8:30 星期六：上午 9:00 至 下午 4:30 星期日：上午 9:00 至 下午 1:30 公眾假期：關閉	

* 音樂室或會因暫時關閉或已被預訂而不開放給個人預訂。