I. Booking Guidelines and Procedures

1. The Yuet Ming Auditorium, which is located in the Chong Yuet Ming Cultural Centre, serves as a teaching venue for centrally-timetabled lectures of the University during term time. The auditorium can also be used to hold lecture-based events and activities e.g. seminars, workshops and conferences when it is not used for teaching.

2. Booking priorities:-
   1st: University teaching and learning activities.
   2nd: Other University activities organized by University departments or units.
   3rd: Activities not relating directly to the University but organized by University departments and units, provided that such activities are not commercial or personal in nature.
   4th: Activities relating to education organized by external non-profit making bodies.
   5th: Activities not relating to education organized by external non-profit making bodies, provided that such activities do not infringe the law.
   6th: Activities organized by profit-making bodies, to be considered on a case-by-case basis, provided that the activities do not infringe the law. Approval is given only in exceptional circumstances.

3. Applications for the use of Yuet Ming Auditorium from both internal and external users are considered on a case-by-case basis and on the principle that University activities shall not be affected by the functions. Bookings for regular functions will not be considered under normal circumstances. Bookings are normally accepted up to 6 months in advance. Late booking made less than 2 months before the event will not be considered unless in exceptional circumstances.

4. Normal bookings would cover the use of the Auditorium only. Use of the Exhibition Area on 5/F CYMCC and Bar Area on 4/F CYMCC would require separate approval and subject to additional charges.

5. The completed application form together with the required documents must be returned to the Examinations Office, Room 239B, Main Building, The University of Hong Kong, Pokfulam Road, Hong Kong either by post or by email to roombook@hku.hk.

6. Rental Charges for the use of Yuet Ming Auditorium, as at July 1, 2021, are listed below for reference only (the rental charges are subject to changes from time to time):
   (a) For Lecture-Based Events: $8,000 per 8-hour session / $4,000 per 4-hour session and additional hourly rate: $1,600, subject to a maximum of 2 hours.
   (b) For Exhibition Area*: $1,100 per 8-hour session / $550 per 4-hour session and additional hourly rate of $140, subject to a maximum of 2 hours.
   (c) For Bar Area*: $1,100 per 8-hour session / $550 per 4-hour session and additional hourly rate of $140, subject to a maximum of 2 hours.
   [*Note: Free of charge for the 1st day of event for Exhibition Area / Bar Area.]

7. Payment Schedule
   (a) 25% of the rental shall be paid as a non-refundable deposit upon confirmation of the booking.
   (b) The balance (75%) of the rental shall be paid on or before the date as indicated in the approval letter, which shall normally be not later than 10 weeks before the 1st day of the booking.
   (c) In the case of a late booking, the rental shall be payable in full, immediately upon confirmation of the booking.

8. Additional costs such as AV equipment, furniture, moving services and technical support services might be applied. Please contact Estates Office for special physical setup and Learning Environment Services for additional AV equipment if applicable.
II. Particulars of Applicant

1. Name of Department / Unit / Organization: ___________________________________________________

2. Nature of Organization (please tick as appropriate):
   - [ ] Commercial
   - [ ] Government
   - [ ] Faculty / Department / School
   - [ ] Administrative Unit
   - [ ] Charitable / Registered non-profit-making
   - [ ] Alumni group
   - [ ] Other (Please specify: ____________________________________________________________)

3. Name of Signatory: _____________________________________________________________

4. Position Held by Signatory: _____________________________________________________________

5. Telephone No.: _____________________________________________________________

6. Fax No.: _____________________________________________________________

7. Mobile Phone No.: _____________________________________________________________

8. Email: _____________________________________________________________

9. Address of Organization: _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

III. Particulars of Events (Please attach a proposal and rundown of event)

1. Name of Event: ______________________________________________________________________

2. Description of Event: ______________________________________________________________________

3. Type of Event (please tick as appropriate):
   - [ ] Conference
   - [ ] Seminar
   - [ ] Lecture
   - [ ] Ceremony
   - [ ] Filmscreening
   - [ ] Other (please specify: ____________________________________________________________)

4. Starting Time of Event: _________________________ Duration: _________________________

5. Name of organizer(s) (including co-organizer): _____________________________________________

6. Anticipated No. of Speakers: _____________________________________________________________

7. Anticipated No. of Audience: _____________________________________________________________

8. Admission Criteria (please tick as appropriate):
   (a) Is the function open to persons who are not members of the University? [ ] Yes [ ] No
   (b) Is admission to the function subject to payment of fees or charges
   i. for members of the University? [ ] Yes [ ] No
   ii. for non-members of the University? [ ] Yes [ ] No
IV. Booking Period

Booking of the Yuet Ming Auditorium can be made in blocks of 4 hours or 8 hours with the possibility of adding additional consecutive hours. The booking time should include adequate setup, preparation, rehearsal, cleaning, restoration and strike out time needed for event. The venue will only be made available to the applicant strictly according to the date and time indicated below.

<table>
<thead>
<tr>
<th>Booking Details</th>
<th>Booking Date</th>
<th>No. of Hours</th>
<th>Additional Hours (if any)</th>
<th>Total No. of Hours</th>
<th>Booking Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>e.g.</strong></td>
<td>05/05/2020</td>
<td>4 / 8*</td>
<td>2</td>
<td>10</td>
<td>1200-2200</td>
</tr>
<tr>
<td>1st Priority:</td>
<td></td>
<td>4 / 8*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Priority:</td>
<td></td>
<td>4 / 8*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Priority:</td>
<td></td>
<td>4 / 8*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Note: You can indicate a maximum of 3 preferences.)

Please indicate below if the booking of Exhibition Area and / or Bar Area will also be required (please tick as appropriate):

- Exhibition Area
  - Booking Date: _________________________  Booking Time: _________________________
  - Purpose of Booking: __________________________________________________________________

- Bar Area
  - Booking Date: _________________________  Booking Time: _________________________
  - Purpose of Booking: __________________________________________________________________

_________________________________________  ____________________________
Signature of Applicant                   Department/ Unit/ Organization Chop

_________________________________________  ____________________________
Name of Applicant                         Date