THE UNIVERSITY OF HONG KONG

University Lecture Theatres and Classrooms
Booking Guidelines, Procedures, and Regulations for External Organizations

Guidelines and Procedures

1. Applications for the use of university facilities (excluding the Grand Hall, Lee Shau Kee Lecture Centre, which has a separate set of booking guidelines and procedures; please contact the Examinations Office for details) from external organizations are considered on a case-by-case basis, up to **three months in advance** and on the principle that university activities shall not be affected by the functions. Booking of university facilities for regular functions will not be considered under normal circumstances.

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. Application from individual applicant will *not* be considered. Supporting documents must be produced for charitable or non-profit-making organizations for special rates which will normally be accorded only to charitable organizations approved by the Inland Revenue Department.

4. Applications should be submitted to:

   Examinations Office
   Room 239B, 2/F, Main Building
   The University of Hong Kong
   Pokfulam Road, Hong Kong

   together with a copy of the Certificate of Registration (or other relevant documents certifying the legal status of the applying organization) and a rundown of event.

5. Enquiries should be directed to the Examinations Office, by calling 3917-2445 or by email to roombook@hku.hk.

6. The provision of data as requested in the application form is voluntary, but applicants should note that insufficient or inaccurate information will likely delay the processing of the application or result in the application being rejected. Data provided by the applicant will be used primarily for activities related to the assessment of the application, actual arrangements of the function concerned, and other necessary follow-up actions related to the booking or function, as appropriate.

7. Normal rental includes the use of lecture microphone and projector installed in the venue. Requests for additional AV equipment and stand-by technician services, which are subject to separate charges and security deposits, should be addressed to the Learning Environment Services at 3917-5122 (Main Campus) or 3917-8888 (Centennial Campus), immediately ***after*** confirmation of the booking by the Examinations Office.

8. Special requests concerning physical layout, seating, air-conditioning, furniture arrangements *etc*. should be directed to the Estates Office at 3917-2882, again immediately ***after*** confirmation of the booking.

9. Rental must be paid by cheque, which should be made payable to "The University of Hong Kong", within **2 weeks** from the date of the confirmation letter, or a week before the function, whichever the earlier. The University reserves the right to cancel approved bookings for those who fail to comply with this payment requirement.

10. The University's name must not be used in conjunction with the function without the University's formal consent.

General Regulations

11. For the purpose of this whole set of document, the "Hirer" shall include his or her agents, servants, employees or any independent contractors engaged by him or her.

12. **Amendment or cancellation of bookings must be submitted to the Examinations Office *in writing* at least *one week* before the function. An amendment/cancellation charge equivalent to 50% of the rental (subject to a minimum of $300) will be imposed. Amendment or cancellation of bookings will not be accepted with less than one week's notice.**

13. Normal activities of the University shall not be affected.

14. Seating capacity of the booked venue must not be exceeded and the hirer is required, if necessary, to produce plans to control the number of participants in the venue to ensure that the capacity is not exceeded.

15. The Hirer and his or her guests bringing cars into University premises will be subject to normal car parking charges.

16. The Hirer is responsible for obtaining all permits and licenses from all Government bodies and/or public institutes which by any enactment, are required in connection with any part of the function held in the venue during the booked period. The University shall not be responsible for any claims, actions, demands and costs arising from the Hirer's omission or negligence.

17. The Hirer is responsible for making arrangements with the relevant bodies regarding the use of copyrighted works (*e*.g. films and original musical works).

18. The Hirer shall, at his own expenses, take out and keep in full force a Public Liability Insurance covering personal injury and/or property damage to any person (include the participants, employees of the hirer or the hirer's agents) arising out of the performance of any work or activity by the hirer at liability limit of no less than HKD10,000,000 any one accident and unlimited during the period of insurance. The hirer shall provide a copy of the policy to the University for verification before using of the hired venue.

19. Refreshments of any kind are not allowed to be served or consumed in the booked venue without prior approval of the University. Smoking is not allowed in all university lecture theatres and classrooms.

20. Furniture cannot be moved in or out of the booked venue without prior approval of the Estates Office.

21. No publicity material is allowed to be displayed within the University premises, with the exception that, for venues booked by the Hirer, the Hirer can utilize the notice boards installed therein for publicity materials concerning the function on conditions that (a) all notices and posters already displayed on the notice boards should not be affected; and (b) the Hirer has to remove all such publicity materials at the end of the booking. The Hirer should note, however, that not all theatres and classrooms are installed with notice boards.

22. The Hirer shall not affix any adhesive material on or drive nails, tacks or spikes into the wall or floor or fixture, fitting or furniture in any part within the University premises.

23. Installation of temporary structures and/or additional electrical, lighting and AV equipment are not permitted within the booked venue without prior approval of the University.

24. The Hirer is responsible for the cleanliness of the booked venue and must tidy up the venue at the end of the booking. A service charge may be levied against the Hirer for cleaning any leftovers not removed by the Hirer.

25. The Hirer shall indemnify the University for all losses, costs, claims, and expenses which the University may incur or suffer, and against all actions, claims or demands made by any person, arising from the act or negligence of the Hirer, his or her guests or any other third party.

26. The University reserves the right to terminate any booking which may cause damage to any part of the University premises, affect the University's normal activities, or against any of the regulations stated herein. The University also reserves the right to forfeit the charges in full or in part paid by the Hirer.

27. From September 1, 2020, the Hirer must comply with the Disposable Plastic Free Campus Policy when using the University lecture theatres and classrooms. Details of the policy are available at https://www.estates.hku.hk/eo-general/sustainability/sustainability-policies/disposable-plastic-free-campus-policy

Other special requirements

28. All University classrooms and lecture theatre are designed and good for holding general lectures, seminars, and other similar activities. Normal rental covers the use of the microphone (except for very small classrooms) and projector installed inside the venue, plus standard lighting and air-conditioning. If additional AV equipment or any other special services are required, it will then be the sole responsibility of the hirer to contact the responsible campus departments for services before booking. A list of the major contacts is as follows:

Department	Services	Contact
Learning Environment Services	Enquiry on AV equipment installed at individual venue; requests for additional AV equipment; technician support.	(852) 3917-5122 (Main Campus) (852) 3917-8888 (Centennial Campus)
Safety Office	Special setup, installation of temporary structures, use of chemicals, or any other activities which might have safety implications.	(852) 3917-2400
Security and Parking Unit Estates Office	Security within the campus, and parking services*	(852) 3917-2882
Customer Services Unit, Estates Office	Physical layout of the venue, seating, standard lighting and air-conditioning**, furniture arrangements, etc.	(852) 3917-2882

* Hirers and their guests bringing cars into University premises will be subject to normal car parking charges. The University regrets that it is not possible to provide valet parking or to reserve parking space for the hirer and their guests.

**The temperature setting is 24 °C in Summer.

Cancellation of Bookings under Bad Weather Conditions

29. Under the situations as listed below:

    (i) Tropical Cyclone Warning Signal No. 8 (or above) is hoisted; or

    (ii) Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory; or

    (iii) "Extreme conditions" after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3); or

    (iv) Black Rainstorm Signal is in force,

    All bookings will be cancelled automatically, without separate and/or further announcements, according to the following schedule:

    (a) If any of the warnings or announcements is hoisted or in force at or after **6:00 am**, all bookings starting **before 2:00 pm** will be cancelled automatically.

    (b) If any of the warnings or announcements is hoisted or in force at or after **11:00 am**, all bookings starting at any time **from 2:00 pm and before 6:00 pm** will be cancelled automatically.

    (c) If any of the warnings or announcements is hoisted or in force at or after **3:00 pm**, all bookings starting from **6:00 pm onward** will be cancelled automatically.

    [**Note**: booking starting time refers to the starting time of the *actual* booking, not the starting time of the function concerned.]

30. As separate announcements will not be made by the University, the Hirer must inform all participants of the cancellation by his or her own means.

31. When the bad weather condition under Regulation 29 (i), (ii) or (iii) is in force in the middle of the function, it should be terminated immediately, but in the case of Black Rainstorm Signal, the function will be allowed to continue as scheduled.

32. Refund will be made for all bookings cancelled under Regulations 29 to 31 above.

Scale of charges

33. The scale of rental charges for the use of central classrooms, as at July 2023, are listed below for reference:

(1) Central Classrooms in Centennial Campus and Main Campus	Profit making organizations	Inland Revenue Department Recognized Charitable Organizations
Seating Capacity	Hourly Rate (in HKD)	Hourly Rate (in HKD)
1 – 50	824	572
	Minimum 4 hours required	
51 – 149	1,296	908
	Minimum 4 hours required	
150 or above	4,058	2,845
	Minimum 4 hours required	
LE1/MWT1/MWT2/RHT	5,263	3,674
	Minimum 4 hours required	

(2) Central Classrooms in Main Campus at discounted rates*	Profit making organizations	Inland Revenue Department Recognized Charitable Organizations
Seating Capacity	Hourly Rate (in HKD)	Hourly Rate (in HKD)
1 – 50	656	460
	Minimum 4 hours required	
51 – 149	1,050	735
	Minimum 4 hours required	
150 or above	3,244	2,273
	Minimum 4 hours required	

* For Main Campus, classrooms not renovated are offered a discount of 20% on the rates stated in (1) above. Please contact the Examinations Office for details.

Additional charges

34. All charges quoted herewith are for reference only, and subject to changes. Depending on the complexity of the function involved, and the nature of service required, additional charges may be imposed by the responsible offices.

Parking (Security & Parking Unit)	All Carparks	$30/hour for the first 2 hours; $40 per additional hour
Service charges for physical arrangements of booked venue (Customer Services Unit)	Attendant/Cleaner	$165/person/hour (minimum 4 hours)
	Mover	$275/person/hour (minimum 4 hours)
	Technician	$550/person/hour (minimum 4 hours)
Service charges for AV equipment and technical support (Learning Environment Services) *For rental charges of AV equipment, please contact: GROUP-ITS-AVSUPPORT@hku.hk	Technical support service	Monday to Friday 1 technician per hour 09:00-18:00 $655 After 18:00 $985 Saturdays, Sundays, University holidays & Public holidays 1 technician $3,940 per 4 hours

Campus Map & Location of Classrooms

35. The official campus map is available online at https://www.estates.hku.hk/download_file/view_inline/674.

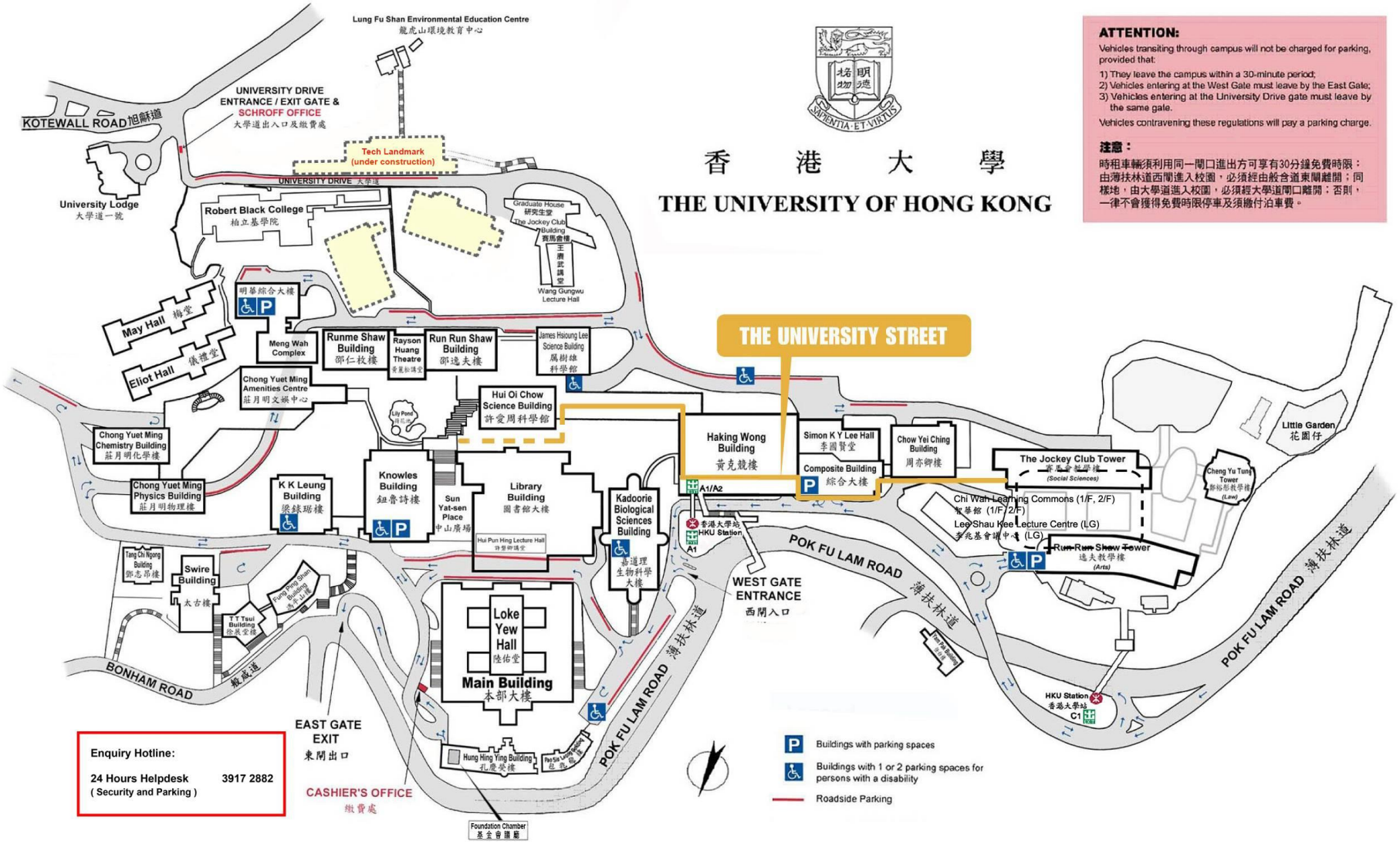
36. The location of central classrooms, as at July 2023, are as follows:
[For details, please visit the website of Learning Environment Services, Information Technology Services at https://its.hku.hk/services/teaching-learning/classroom-support/teaching-space/]

(a) Main Campus

Rooms (no of seats)	**Building**
CYCP1(156)	Chong Yuet Ming Chemistry Building
CYPP2(190), CYPP3(153), CYPP4(178)	Chong Yuet Ming Physics Building
CBA(124), CBC(105)	Chow Yei Ching Building
EH101(52), EH102(30)	Eliot Hall
JLG01(35)	James Lee Science Building
KKLG101(48), KKLG102(90), KKLG103(70), KKLG104(90), KKLG105(45), KKLG106(65), KKLG107(32), KKLG109(134), KKLG110 (45), KKLG111 (46), KK101(120), KK102(120), KK201(120), KK202(120)	K K Leung Building
KB132(88), KB223(220)	Knowles Building
Hui Pun Hing Lecture Hall [LE1](346), LE2(124), LE3(104), LE4(148), LE5(146), LE6(100), LE7(84), LE8(102), LE9(87)	Library Extension Building
MB100 (40), MB103(90), MB113G(42), MB121(60), MB122(55), MB141(61), MB142(55), MB151(50), MB167(120), MB201(125), MB217(127), MB237(100), MB249(40), MB256(64), MBG07(110)	Main Building
MWT1(297), MWT2(295), MWT3(127), MWT4(110), MWT5(110), MWT6(124), MWT7(137), MW103(56), MW325(40)	Meng Wah Complex
Rayson Huang Theatre [RHT] (297)	Rayson Huang Theatre
TT403(110), TT404(110)	T T Tsui Building

(b) Centennial Campus

Rooms (no of seats)	**Floor**
CPD-LG.07(170), CPD-LG.08(170), CPD-LG.09(170), CPD-LG.10(170), CPD-LG.16(25), CPD-LG.17(40), CPD-LG.18(150), CPD-LG.20(15), CPD-LG.21(20), CPD-LG.34(93), CPD-LG.35(16), CPD-LG.36(22), CPD-LG.37(25), CPD-LG.39(25), CPD-LG.40(21), CPD-LG.41(22), CPD-LG.42(21), CPD-LG.46(24), CPD-LG.59(60), CPD-LG.60(30), CPD-LG.61(30), CPD-LG.62(30), CPD-LG.63(45), CPD-LG.64(25)	LG/F
CPD-G.01(21), CPD-G.02(70), CPD-G.03(28)	G/F
CPD-1.19(16), CPD-1.20(16), CPD-1.21(100), CPD-1.22(22), CPD-1.23(20), CPD-1.24(116), CPD-1.42(25), CPD-1.43(20), CPD-1.44(25), CPD-1.45(20)	1/F
CPD-2.14(50), CPD-2.16(100), CPD-2.17(20), CPD-2.18(20), CPD-2.19(107), CPD-2.37(80), CPD-2.38(22), CPD-2.39(20), CPD-2.40(15), CPD-2.41(16), CPD-2.42(100), CPD-2.45(50), CPD-2.46(25), CPD-2.47(25), CPD-2.48(25), CPD-2.58(100)	2/F
CPD-3.01(50), CPD-3.04(174), CPD-3.06(20), CPD-3.07(28), CPD-3.15(40), CPD-3.16(38), CPD-3.21(25), CPD-3.22(25), CPD-3.23(25), CPD-3.24(25), CPD-3.25(15), CPD-3.27(15), CPD-3.28(164), CPD-3.29(70), CPD-3.41(80)	3/F
CPD-4.16 (30), CPD-4.17 (30)	4/F


香 港 大 學
THE UNIVERSITY OF HONG KONG
ATTENTION:
Vehicles transiting through campus will not be charged for parking, provided that:
1) They leave the campus within a 30-minute period;
2) Vehicles entering at the West Gate must leave by the East Gate;
3) Vehicles entering at the University Drive gate must leave by the same gate.
Vehicles contravening these regulations will pay a parking charge.
注意：
時租車輛須利用同一閘口進出方可享有30分鐘免費時限；由薄扶林道西閘進入校園，必須經由般含道東閘離開；同樣地，由大學道進入校園，必須經大學道閘口離開；否則，一律不會獲得免費時限停車及須繳付泊車費。
Lung Fu Shan Environmental Education Centre
龍虎山環境教育中心
UNIVERSITY DRIVE ENTRANCE / EXIT GATE & SCHROFF OFFICE
大學道出入口及繳費處
KOTEWALL ROAD 旭龢道
University Lodge
大學道一號
Tech Landmark (under construction)
UNIVERSITY DRIVE 大學道
Robert Black College
柏立基學院
Graduate House
研究生堂
The Jockey Club Building
賽馬會樓
王賡武講堂
Wang Gungwu Lecture Hall
明華綜合大樓
May Hall 梅堂
Eliot Hall 儀禮堂
Meng Wah Complex
Runme Shaw Building
邵仁枚樓
Rayson Huang Theatre
黃麗松講堂
Run Run Shaw Building
邵逸夫樓
James Hsioung Lee Science Building
厲樹雄科學館
Chong Yuet Ming Amenities Centre
莊月明文娛中心
Hui Oi Chow Science Building
許愛周科學館
Lily Pond
Chong Yuet Ming Chemistry Building
莊月明化學樓
Chong Yuet Ming Physics Building
莊月明物理樓
K K Leung Building
梁銶琚樓
Knowles Building
鈕魯詩樓
Sun Yat-sen Place
中山廣場
Library Building
圖書館大樓
Hui Pun Hing Lecture Hall
許晉卿講堂
Kadoorie Biological Sciences Building
嘉道理生物科學大樓
THE UNIVERSITY STREET
Haking Wong Building
黃克競樓
Simon K Y Lee Hall
李國賢堂
Composite Building
綜合大樓
Chow Yei Ching Building
周亦卿樓
The Jockey Club Tower
賽馬會教學樓
(Social Sciences)
Chi Wah Learning Commons (1/F, 2/F)
智華館 (1/F, 2/F)
Lee Shau Kee Lecture Centre (LG)
李兆基會議中心 (LG)
Run Run Shaw Tower
逸夫教學樓
(Arts)
Little Garden
花園仔
Cheng Yu Tung Tower
鄭裕彤教學樓
(Law)
A1/A2
香港大學站
HKU Station
A1
WEST GATE ENTRANCE
西閘入口
POK FU LAM ROAD 薄扶林道
Tang Chi Ngong Building
鄧志昂樓
Swire Building
太古樓
Fung Ping Shan Building
馮平山樓
T T Tsui Building
徐展堂樓
BONHAM ROAD 般咸道
Loke Yew Hall
陸佑堂
Main Building
本部大樓
Hung Hing Ying Building
孔慶榮樓
Pao Sin Lung Building
包兆龍樓
EAST GATE EXIT
東閘出口
CASHIER'S OFFICE
繳費處
Foundation Chamber
基金會議廳
HKU Station
香港大學站
C1
Enquiry Hotline:
24 Hours Helpdesk 3917 2882
(Security and Parking)
Buildings with parking spaces
Buildings with 1 or 2 parking spaces for persons with a disability
Roadside Parking