

APPLICATION FORM – PUBLICITY SPACE

Booking Procedures

1. Bookings may be made up to three months in advance at the CEDARS, either via the online booking system through HKU Portal (Campus Information Services > Student Life and Resources > Student Societies / Support > Open / Publicity Space) or by submitting this application form..
2. Applications should reach this centre at least 7 days prior to the first day of the intended booking period.
3. In normal circumstances, organizations can book a publicity space for a maximum of 7 days.
4. A ballot will be arranged two months prior to a period booked by 2 or more organizations. If a publicity space is still available within these two months, booking will be made on a first-come, first-served basis.
5. A second booking by an organization for a period within one month from the last date of its nearest successful booking period will accord a lower priority than another organization's first booking.

Application Details

Name of Organization : _____

Name of Applicant : _____ Position held by Applicant: _____

Student No. (if applicable): _____ Contact Telephone No.: _____

Email : _____ Mobile/Pager: _____

Name of Function : _____

Date of Function : _____

Nature of Function : _____

Requested Booking Period : _____

Publicity Materials: Banner / Publicity Stickers - please delete as appropriate
(Please specify your priority below)

Priority	Banner Site
	1. Bridge linking Knowles Bldg. & Library – N
	2. Bridge linking Knowles Bldg. & Library – S
	3. O/F of K.K. Leung Lift Tower
	4. Railings leading from K.K. Leung Bldg. to Chong Yuet Ming Amenities Centre
	5. Wall outside 5/F of the Chong Yuet Ming Amenities Centre
	6. Ceiling of the Run Run Shaw Podium (W2)
	7. Ceiling of the Run Run Shaw Podium (E2)
	8. Covered Walkway Between Knowles Building & Main Library – Site 1
	9. Covered Walkway Between Knowles Building & Main Library – Site 2
	10. Covered Walkway Between Knowles Building & Main Library – Site 3

Priority	Publicity Stickers
	Low walls along K.K. Leung Lift Tower
	East Side
	West Side

Note:

1. For publicity spaces other than the above, a separate written application is required.
2. Please visit CEDARS' website <<http://cedars.hku.hk>> for the sketches and photos of the various sites.

Declaration:

1. *The other members of my organization who are responsible for the publicity work of the said function and I have read and understood the “Regulations on Posting of Publicity Materials on Campus” and “Conditions on Using Publicity Space”.*
2. *Should this booking be approved, I, on behalf of my organization, will undertake to abide by the aforementioned Regulations and Conditions.*
3. *I understand that any breach of the Regulations and/or failure to comply with the conditions may result in the rejection of future application for the use of facilities under the administration of the CEDARS, and/or relinquishment of any financial awards/subsidies made to my organization (applicable to student societies only) in connection with the organization of activities, including the one under application.*

Signature of Applicant: _____ Chop of the Organization: _____

Name in Block Letters: _____ Date: _____

For Office Use

Ballot not required Ballot required Date: _____

Application Result:

<input type="checkbox"/> Approved Type of Publicity: <u>Banner Site / Publicity Stickers</u> Publicity Space*: _____ Period : _____	<input type="checkbox"/> Rejected due to failure in ballot <input type="checkbox"/> Rejected due to prior booking engagements <input type="checkbox"/> Rejected due to other reasons _____
Type of Publicity: <u>Banner Site / Publicity Stickers</u> Publicity Space*: _____ Period : _____	

Remarks: _____

*Please refer to the attached sketch of the site.

Officer In Charge: _____ Date: _____

(Ms) Irene Yeung
Senior Student Advisor

c.c. Estates Office

CONDITIONS ON USING PUBLICITY SPACE

Banner

- Should not exceed 1m x 5m (2m x 5m for banner sites: “Bridge linking 5/F Knowles Building and the Old Library” and “Wall outside 5/F of the Chong Yuet Ming Amenities Centre”).
- Should be securely and safely fastened by cord, nylon string etc, so that they will not cause any hazard and/or inconvenience to passers-by and users of nearby buildings. The use of materials e.g. sticky tape, which cannot be thoroughly removed and/or may cause damage to the campus property, is strictly prohibited.

Directional Signs

- Should not exceed A4 size
- Should be placed along low walls, but not on railings

Note

1. The material(s) must be removed immediately when the Tropical Cyclone Warning Signal No. 8 or above is about to be hoisted as announced by the Hong Kong Observatory.
2. Transfer of booking is not allowed unless prior approval is given by the CEDARS.
3. Cancellation of booking must be made to the CEDARS as soon as possible.
4. Banners / directional signs must be removed not later than the day immediately following the last day of the booking period. The Estates Office will dispose of the publicity materials if they are not taken down accordingly and the student society concerned will be charged a removal fee of **\$200**. Should any damage be caused to the property of the University as a result of putting up the publicity materials or should any adhesive materials be left, the organization concerned will be required to meet the culminated costs of repair, cleaning and removal incurred.

REGULATIONS ON POSTING OF PUBLICITY MATERIALS ON CAMPUS

While the University encourages the organization of extra-curricular activities, it also must ensure that the increasing volume of publicity materials will not cause damage to the estate and create hazards to people on campus. In connection with the use of publicity materials on campus, you are requested to observe the following:

- a. There are certain designated places on campus for the display of publicity materials such as banners, stands, posters, etc. Prior reservation and permission have to be sought from the CEDARS or the HKUSU (students can enquire at CEDARS/HKUSU if they have queries on authorized locations for publicity materials);
- b. Notices of all kinds in unauthorized places such as inside the lifts of University buildings, onto painted surfaces, windows, risers of external and internal steps and stairs, etc., are not allowed. They will be removed immediately by staff in the University;
- c. Propaganda materials such as stickers/sticky labels, glues/paints on walls, doors, handrails, etc., are strictly forbidden;
- d. Posters or notices should be put up on notice boards only;
- e. All publicity materials must be removed immediately after the function is over;
- f. Please keep the area tidy and clean. Make sure that handouts, leaflets etc. will not litter the area;
- g. Safety should also be observed. For example, banners should be securely fastened by cord or nylon strings so that they will not cause any hazard and/or inconvenience to passers-by and users of nearby buildings;
- h. Failure to fulfil these requirements may result in the suspension of any further booking of facilities under the administration of CEDARS, and/or relinquishment of any financial awards/subsidies made in connection with the organization of activities.