

APPLICATION FORM – OPEN 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 an open 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 an open 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 : \_\_\_\_\_

Details : \_\_\_\_\_

*For reference only*  
(No. of display boards, tables, chairs, PCs, etc.) \_\_\_\_\_

Requested Booking Period : \_\_\_\_\_

Open Space: (please specify your priority in the following table)

Priority	Open Space
	K.K. Leung Concourse (north side)
	K.K. Leung Concourse (south side) - Site A
	K.K. Leung Concourse (south side) - Site B
	K.K. Leung Concourse (south side) - Site C
	Run Run Shaw Podium (west side) - Site A
	Run Run Shaw Podium (west side) - Site B
	Run Run Shaw Podium (east side) - Site A
	Run Run Shaw Podium (east side) - Site B
	Run Run Shaw Podium (east side) - Site C
	Run Run Shaw Podium (east side) - Site D
	Run Run Shaw Podium (east side) - Site E
	Run Run Shaw Podium (east side) - Site F
	Knowles Concourse
	Sun Yat Sen Place <sup>1</sup>

**Note:**

1. For Sun Yat Sen Place and open 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 conditions given in the “Regulations on Posting of Publicity Materials on Campus” and “Conditions on Using Open Space”.*
2. *Should this booking be approved, I, on behalf of my organization, will undertake to abide by the aforementioned Regulations and Conditions and in the event of Sun Yat Sen Place, the “Special Conditions”, as well as restrict our activities to the designated sites only.*
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	<input type="checkbox"/> Rejected due to failure in ballot
Open Space*: _____	<input type="checkbox"/> Rejected due to prior booking engagements
Period : _____	<input type="checkbox"/> Rejected due to other reasons _____

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 FOR USING OPEN SPACE

---

1. The display boards, tables and other materials must be placed within the approved area and must not block the nearby facilities for persons with a disability such as the tactile guide paths (失明人士引導徑) and handrails.
2. The backdrop, if any, should be **2.2m height** and width not exceeding width of the counter, with one dimension only.
3. All materials must be securely and safely placed so as not to cause any inconvenience or potential danger to passers-by or users of the area.
4. The hirer should be responsible for the tidiness and cleanliness of the venue.
5. All materials used for the function must be removed not later than the day immediately following the last day of the booking period.
6. No adhesive materials should be applied to the floor and glass panels. Failing to do so, the hirer will be held responsible for the costs incurred in removing them.
7. The use of Public Address System is restricted to 12:45 p.m. to 2:00 p.m. and the volume generated should be kept at a reasonable level, i.e. at a level that the broadcast should only be heard within the area of the counter.
8. Transfer of booking is not allowed unless prior approval is given by the CEDARS.
9. Cancellation of booking must be made to the CEDARS as soon as possible.
10. For electricity supply, users are welcome to plug-in the sockets provided. For any other electrical alteration work or wiring work, they **MUST** be carried out by a qualified electrician or the Estates Office staff. Please contact Help Desk of Estates Office Maintenance Unit at 25479522 at least 3 days in advance for electricity supply and lighting arrangements.

## 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.