

香港中文大學伍宜孫書院 租借書院場地)--- 使用指引、借用規則及聲明 Guidelines, Regulations & Undertaking for Facilities Booking of Wu Yee Sun College, CUHK

(A) 借用資格 Eligibility

1. 申請人必須為伍宜孫書院學生。The applicant must be a Wu Yee Sun College Student.
2. 如以團體名義借用，申請人須為伍宜孫書院學生團體幹事。For bookings made by a student body, the applicant must be an Ex-Co Member of a student body registered under WYS Student Union/the College.

(B) 聲明 Undertaking

申請人必須**接受及同意以下聲明**：

The applicant must **understand and accept the undertaking as follows**:

- 1) 申請人承諾遵守場地或物品借用規則及書院新冠肺炎預防及控制措施，並確保活動參加者明白及遵守相應規則，包括活動人數(包括活動籌辦者)不超過場地容納人數上限、不准飲食、參加者必須佩戴口罩及保持適當社交距離，並謝絕探訪宿舍。The applicant undertakes to comply with booking regulations and College preventive and control measures against COVID-19, and ensure every participant following the rules accordingly, including not exceeding the maximum capacity of each venue (including organizers), no eating and drinking, wearing masks and maintain appropriate social distancing at all times, and no visitors at hostel.
- 2) 使用場地期間，申請人需就活動參加者之安全負責，並按需要自行購買適當的保險。The applicant shall be **responsible for the participants' safety** during the activity held at the reserved venue and shall take out their own insurance as appropriate.
- 3) 活動結束後請還原場地，並自行清理所有裝飾及垃圾；使用場地期間，場內設備或物品如有損壞/遺失，申請人須作出賠償。Please reinstate the venue to its original conditions and clear all decorations and trash after the activity. Applicant shall be responsible for the compensation for any damage/loss to facilities and items caused during the reserved period.
- 4) 借用之場地不得自行轉借予其他團體。All venue bookings are **not transferrable**.
- 5) 若違反場地或物品借用規則，書院有權取消其即時及日後借用資格。The College reserves the right to disqualify the current and future booking eligibility of those violating the booking regulations with immediate effect.

(C) 場地清單及備註 Venue List and Remarks

- 1) 借用前請細閱 [場地清單及備註](#) Please read through the [Venue List and Remarks](#) before booking.
- 2) 如欲借用創意實驗室，請 [按此](#) 了解或電郵 c1lab.wys@cuhk.edu.hk Please click [HERE](#) or email c1lab.wys@cuhk.edu.hk for booking of c1lab.

(D) 一般借用指引及規則 General Guidelines and Regulations

1. 即使團體或同學已借用場地，若遇上大學或伍宜孫書院有個別重要活動在相同時間舉行，原則上大學及書院擁有優先使用權。In case of clash with University/College major events, the University/College will be, in principle, prioritized in using a venue even though it has been reserved by an individual/student body.
2. 所有場地可於**兩個月前**申請借用。All venues can be booked 2 months in advance.
(例子 Example: 同學可於 8 月 1 日借用直至 9 月 30 日之場地 On 1 Aug, you can book until 30 Sep.)
3. 借用場地的團體，只可憑受系統認可之團體成員的「中大通」進入場地。For venue bookings by a student body, please access the reserved venue by the CU Link Card of an Ex-Co Member of that student body.
5. 如欲取消已借用之場地，須於借用時段前電郵 booking.wys@cuhk.edu.hk 辦理取消手續。如未有辦理取消手續又未有於借用時段頭 15 分鐘內到達所租借場地，將會當作“租借後未有使用該場地”處理，系統將會紀錄在案。同學/學生團體如**超過 3 次**“租借後未有使用場地”紀錄，其借用資格將被**暫停 2 星期**。期間同學將**不能使用該等場地**，借用權利亦會被中止。逾時歸還場地者，書院有權記錄在案，並取消其借用資格。If you wish to cancel a booking, please do so via the booking.wys@cuhk.edu.hk before the reserved session. If a reserved venue is not accessed by the applicant within the first 15 minutes of the session and no cancellation is submitted in the system, it will be regarded as “No Show”. The booking rights of the students/student body with 3 “No Show” records will be **blocked for 2 weeks**, during which no booking is allowed. Record of those who return the reserved venue late will be kept and the College reserves the right to disqualify their booking eligibility.
6. 使用場地時請注意聲浪（尤其使用 G/F 藝廊或 5/F 空中花園時），避免騷擾鄰近住客。若接獲噪音投訴，書院有權立即終止相關活動。Please avoid noise nuisance (particularly when using G/F College Gallery or 5/F Sky Garden) and disturbance to neighboring residents. The College reserves the right to terminate the relevant activity if a noise complaint is received.
7. 如對借用場地及物品規則有任何爭議，書院將擁有最終決議權。
In case of any dispute, the decision of Wu Yee Sun College shall be final.

查詢 Enquiries: 3943 3934 (書院輔導處 Dean of Students' Office)

Wu Yee Sun College Proposal for Reservation of College Facilities

- 申請人承諾遵守場地或物品借用規則及書院新冠肺炎預防及控制措施，並確保活動參加者明白及遵守相應規則，包括活動人數(包括活動籌辦者)不超過場地容納人數上限、不准飲食、參加者必須佩戴口罩及保持適當社交距離，並謝絕探訪宿舍。
The applicant undertakes to comply with booking regulations and College preventive and control measures against COVID-19, and ensure every participant following the rules accordingly, including not exceeding the maximum capacity of each venue (including organizers), no eating and drinking, wearing masks and maintain appropriate social distancing at all times, and no visitors at hostel.
- 申請人須於借用場地日期之指定時限時填妥下列建議書，並電郵予負責其團體之書院職員。若申請獲批，申請人最遲須於活動前一個工作天提交參加者名單。若容許即場報名，申請人須確保參加者人數不超過場地容納人數上限。
Applicant must complete the proposal below within specified timeframe before the intended date of booking the venue, and email it to the College staff responsible for respective student organization. Participant list must be provided at least one working day before the event date, upon approval of the booking. If walk-in is allowed, the PIC of the event must undertake to ensure the no. of participants not exceeding the maximum capacity of the venue.
- 每位參加者進入書院大樓時必須在書院大堂量度體溫及消毒雙手。如體溫超過 37.5 度，該人士將不准進入書院。
Please measure body temperature at the counter at College Gallery and sanitize hands upon entering into College building. If body temperature is above 37.5 °C, s/he will not be allowed to enter into College.
- 若參加者正接受新冠肺炎病毒檢測，請留在家中直至收到檢測結果。
If participants have taken a COVID-19 test, please stay at home until the test result is available.
- 宿舍謝絕探訪(包括伍宜孫書院走讀生)**。宿生切勿帶同任何未獲授權人士進入宿舍，亦不可讓陌生人伺機尾隨進入。未經授權人士或非法留宿者將嚴重影響追蹤接觸者的準確性。為保障你的健康，違規者將被紀律處分。
Please be reminded that NO VISITORS (including WYS non-residents) will be allowed to enter the hostel floors. Students cannot bring in unauthorized persons or allow them to follow behind you to enter into the College. Unauthorized persons or illegal residents will jeopardize the accuracy of contact tracing. In order to protect your own health, violations will result in disciplinary actions.

Apply at least 3 working days prior the event (活動前最少 3 個工作天申請):	<ul style="list-style-type: none"> W112, W113, W114 研討室 W116 活動室 Multi-purpose Sports Room 多用途運動室 The Lounge Promotion Area 宣傳位置
Apply at least 5 working days prior the event (活動前最少 5 個工作天申請):	<ul style="list-style-type: none"> College Gallery (Activity Use) 書院藝廊 (活動用途)
Apply at least 7 working days prior the event (活動前最少 7 個工作天申請):	<ul style="list-style-type: none"> Sky Garden 空中花園 College Theatre 演藝廳 Terrace of Dreams 圓夢臺 College Gallery (Exhibition Use) 書院藝廊 (展覽用途) Central Courtyard 中央庭園
Apply at least 14 days prior the event (活動前最少 14 天申請):	<ul style="list-style-type: none"> Student Canteen 學生餐廳

1. GENERAL INFORMATION 基本資料

Name of Student Society 學生團體名稱			
Role of Student Society 舉辦形式	Sole Organizer 主辦	Co-Organizer 合辦	Sub-Organizer 協辦
PIC of Activity 活動負責人	CUID 中大通號碼:		English Full Name 英文全名:
	Contact Phone 聯絡電話:		Contact Email 聯絡電郵:
Estimate Number of Participants 預計參加人數			
Charge for Participants 參加者收費	Yes 有	How Much 收費多少?	
	No 沒有		
Outside Organizations Invited 獲邀校外團體	Yes 有	Name of Organization(s) 團體名稱	
	No 沒有		
Sponsorship 贊助	Yes 有	Name of Organization(s) 團體名稱	
		Ways of Sponsorship 贊助形式	
	No 沒有		

2. ACTIVITY DETAILS 活動詳情

Activity Name 活動名稱	
Activity Date & Time 活動日期與時間	
Activity Venue 活動地點*	
Aims 目的	
Brief Description 內容簡介	
Equipment 器材	
AV System 影音系統 (<i>ONLY For College Theatre and Central Courtyard 只限演藝廳及中央庭園</i>)	Yes 需要
	Name and SID of Student Responsible for AV System 操作影音系統的學生姓名及學生證號碼
	Received AV System Training by College 已接受書院影音系統訓練
	Yes 有 No 沒有
No 不需要	

3. PROGRAMME RUNDOWN 活動流程

Date & Time 日期及時間	Programme 活動
例： 10/09/2021 18:00 – 18:30 18:30 – 19:00 19:30 – 20:15 20:15 – 20:30 20:30 – 21:00	Sunny Fest 場地佈置 嘉賓/參加者接待 攤位活動 學生表演 清理場地 請註明防疫措施 Please specify the infection control measures to be implemented in the activity

*如欲借用創意實驗室，請另行 [按此](#) 了解或電郵 clab.wys@cuhk.edu.hk。Please click [HERE](#) or email clab.wys@cuhk.edu.hk for booking of c!ab.

4. PARTICIPANT LIST 參加者名單

	SID	Name in English	Name in Chinese	College	WYS Hostel Resident	Contact (For Non-WYS)
<i>Example 1</i>	<i>1155100000</i>	<i>CHAN, Tai Man</i>	<i>陳大文</i>	<i>WYS</i>	<i>Y</i>	
<i>Example 2</i>	<i>1155199999</i>	<i>CHEUNG, Siu Ling</i>	<i>張小玲</i>	<i>CWC</i>	<i>N</i>	<i>98765432</i>
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