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III. USEFUL TELEPHONE NUMBERS

   Amenities & Sports Complex Service Counter : 2948 8844

   Fax No. : 2948 8237
I. GENERAL INFORMATION

1. Student Amenities

All student amenities are fully air-conditioned.

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Area (m²)</th>
<th>Capacity</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Purpose Room 1</td>
<td>89</td>
<td>40</td>
<td>Student activities</td>
</tr>
<tr>
<td>Multi-Purpose Room 2</td>
<td>76</td>
<td>40</td>
<td>Exhibition etc.</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>45</td>
<td>26</td>
<td>Meeting</td>
</tr>
<tr>
<td>Common Room *</td>
<td>106</td>
<td>40</td>
<td>Leisure, meeting point</td>
</tr>
<tr>
<td>Reading Room *</td>
<td>81</td>
<td>30</td>
<td>Leisure, reading</td>
</tr>
</tbody>
</table>

* *The Common Room and Reading Room are designed for the personal leisure and relaxation of eligible users, booking for use is not required.*

2. Opening Hours

2.1 Monday - Saturday 8:30 a.m. - 10:00 p.m.
   Sunday 1:30 p.m. - 5:30 p.m.

2.2 All student amenities will be closed on public holidays.

2.3 The Institute reserves the right to close any of the student amenities for cleaning, renovation or maintenance purpose.

3. Eligible Users

3.1 Student amenities are made available for all HKIEd students.

3.2 Users are not allowed to receive fee for coaching or instruction without prior approval of the Department of Physical Education and Sports Science.

4. Guests

4.1 Each eligible user may bring four guests to use any student amenities.

4.2 All guests will be admitted to the student amenities upon production of a guest ticket purchased from the Amenities & Sports Complex Service Counter at a cost of $20 each.

4.3 Eligible users must accompany their guests throughout their stay and are responsible for their conduct.
5. **Facilities Charges**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Room</td>
<td>Free-of-Charge</td>
</tr>
<tr>
<td>Reading Room</td>
<td>Free-of-Charge</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>Free-of-Charge</td>
</tr>
<tr>
<td>Multi-Purpose Room</td>
<td>Free-of-Charge</td>
</tr>
</tbody>
</table>

6. **Priority of Use**

6.1 Institutional functions like examination.

6.2 Extra-curricular activities organised by student organisations and the Student Affairs Office.

7. **Booking Procedures**

7.1 Telephone booking will not be accepted.

7.2 Advance booking by groups.
   a) Booking of student amenities for institution functions or activities organised by registered student organisations may be made up to 2 months in advance with completed application form.
   b) Other group bookings may be made up to 1 month in advance with completed application form.
   c) A proposed fixture (including schedule, rules and/or course outline) must be submitted together with the application.

7.3 Casual booking by individuals
   a) Casual bookings may be made at the Amenities & Sports Complex Service Counter up to one week in advance during opening hours.
   b) Booking of vacant facilities on the day of use may be made at the Amenities & Sports Complex Service Counter during opening hours.
   c) Bookings must be made in person and users must produce their valid IEd Smart when bookings are made.
   d) For any one type of facility, a user may book up to 2 sessions of 1 hour per day unless otherwise specified.
7.4 A booking permit will be issued upon payment of appropriate fees. Fees are non-refundable. When using the facilities, users must produce their permits for inspection.

7.5 Cancellation of Booking
   a) All reserved facilities are not transferable.
   b) Booking will be considered cancelled if the facilities have not been taken up within the first 15 minutes of the reserved time and the facilities would be opened for booking thereafter.
   c) For cancellation of booking, notification must be made 48 hours in advance of the booked time. The Department of Physical Education and Sports Science reserves the right to suspend further booking by the organisation or group if it fails to comply with the cancellation regulation.
   d) The Department of Physical Education and Sports Science reserves the right to cancel the booking or close any facilities that are unsuitable for use. Make-up court will be arranged for affected booking with no extra cost.

II. REGULATIONS GOVERNING THE USE OF STUDENT AMENITIES

1. General Regulations
   1.1 Programme/Activity
       The applicant must ensure that the function held is in compliance with rules and regulations laid down by all concerned public and private authorities.

   1.2 Equipment & Audio Visual Aids
       a) Certain equipment and audio visual aids may be checked out to users upon request.
       b) Users must present their booking permit and deposit their IEd Smart for loan of equipment.
       c) Equipment checked out is the responsibility of the person who has signed for it and should only be used within designated area.
       d) Equipment must be returned before leaving the facilities.
       e) Any lost or damaged equipment will be charged to the person responsible at a cost basis.
       f) Users will be held responsible for any wilful damage to student amenities property, such as flooring, furniture, fixtures, fitting. For safety reasons, any such damage should be reported immediately to the Department of Physical Education and Sports Science staff.
1.3 Cleanliness
   a) Users should keep the amenities clean and tidy.
   b) No decoration or display material is allowed within or outside the Amenity & Sports Complex without prior approval from the Department of Physical Education and Sports Science.

1.4 Smoking, Food and Drink
No smoking, food or drink except water is permitted within the student amenities.

1.5 Gambling
Gambling or betting in any form is not allowed.

1.6 Sponsorship, Sales or Fund-Raising Activities
Approval from the Head of the Department of Physical Education and Sports Science must be sought in advance should students wish to solicit outside sponsorship for organising student functions, use the amenities for sales or fund-raising activities.

1.7 Animals and Pets
Animals or pets are not allowed to be brought into any student amenities.

1.8 Lost and Found
   a) Users should not leave valuables in any student amenities. The Institute will accept no responsibility for loss of personal property.
   b) Any articles found should be taken to the Amenity & Sports Complex Service Counter for safe keeping.
   c) Articles found will be kept for one week. All unclaimed articles will then be sent to the Estate Office (Security).

1.9 Injuries and Accidents
   a) All injuries or accidents should be reported immediately to the Amenity & Sports Complex Service Counter where first aid boxes are kept.
   b) Users of student amenities participate in activities at their own risk and the Institute will accept no responsibility or liability whatsoever.

1.10 Conduct
   a) All users should beware of personal conduct and should not disturb other users.
b) In case of misconduct, or of any action inconsistent with the regulations governing the use of student amenities, or where the premises are being misused, the Department of Physical Education and Sports Science staff have the authority to reject or debar the offender from the premises or from using the facilities for a designated period, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

1.11 Typhoons or Adverse Weather

Student amenities will be closed when black rainstorm warning or typhoon signal no. 8 or above is hoisted. However, users will be advised to leave the Amenities & Sports Complex when pre-no. 8 signal warning is issued.

1.12 Revision of Regulations

The Department of Physical Education and Sports Science reserves the right to alter or amend any of the regulations as and when necessary, without prior notice.

2. Multi-Purpose Room

Room reserved can only be used for designated activities except special arrangement has been made.

3. Meeting Room

Room reserved can only be used for designated activities except special arrangement has been made.

4. Common Room

4.1 Users should move the furniture and equipment into their original place after use.

4.2 For fair allocation, each equipment may be used for a maximum of 30 minutes with reference to the time shown on the clock inside the room. The countdown start once there are users showing that they are waiting.

5. Reading Room

5.1 For courtesy, users should mind their voice level.

5.2 No games of any form are allowed.

5.3 Furniture should not be relocated.

5.4 No seats may be reserved by placing materials on the desks or chairs.