

Rules and Regulations for the Use of The Inspiring – 啟迪廊

Preamble

1. The Inspiring – 啟迪廊 (the Venue) is a venue to foster student growth and development. Through promoting interaction and the cultivation of innovative ideas, and through facilitating the organisation of meaningful educational events/ activities that foster student growth, the Venue brings to the students a transformational and empowering educational experience, contributes to nurturing the iGPS attributes of HSUHK students, and supports student engagement.
2. The flexible and supportive co-working and interaction spaces are designed for students to drop in, meet and mingle, and conduct informal discussion when the spaces are not booked for holding educational events/ activities.
3. The Multi-purpose Rooms are suitable for small group workshops, offering coaching and advisory activities, and promoting student interaction and learning.

Opening Hours

4. Opening Hours for Events/ Activities:

Monday to Friday: 10am – 9:30pm (events /activities organised with special equipment will be charged for service support.)

Saturday: 10am – 6:30pm (events /activities organised with special equipment will be charged for service support.)

Sunday and Public Holidays: Closed

The Venue will be opened for individual users when it is not reserved for events/ activities.

(The Venue will be closed on Sunday and public holidays. For special opening hours on festival days, please refer to the PE Unit website/ eCampus announcement.)

Eligible Users

5. All members of The Hang Seng University of Hong Kong (HSUHK) are eligible to access the Venue.

External individuals are not allowed to access the Venue, unless approved by the SAO or authorized parties.

Booking Procedures

6. Individual students/ staff can make the booking (i.e. maximum 3 time slots (1 hours per slot) per user per week) through the booking system at most 7 days before the planned date of usage. The booked facilities should only be used for the designated function and no extra setting will be available.
7. Walk-ins are allowed when the Multi-purpose Rooms are not occupied or booked.

General Rules

8. The numbers of persons using the Venue shall not exceed its intended capacity of use.

Area	Maximum Capacity
Co-working and Interaction Spaces	Around 60
Multi-purpose Room 1	4
Multi-purpose Room 2	4
Multi-purpose Room 3	4
Multi-purpose Room 4	24
Multi-purpose Room 5	24
Whole Area	120

9. Occupancy of seats by personal belongings is not allowed. Staff of the Venue and the University security reserve the right to remove any unattended items without prior notice. The University will not be responsible for any loss and damage of personal property.
10. Transfer of bookings and subletting of venues are not allowed. Applicants should check-in for the reserved venues in person.
11. Users must check-in within the first 15 minutes of the reserved time slots. Otherwise, the bookings will be cancelled and the reserved venues will be released.
12. Users should keep the venue clean and reinstate the facility properly to its original condition after the event.
13. All equipment or items at the Venue should be used only within the premises.
14. Any damage/ malfunction of furniture, equipment or fixtures should be reported to the staff of the Venue immediately. Users are liable for the cost of repair and/or replacement caused by misuse or negligence.
15. Users should keep the Venue clean and reinstate the facility properly to its original condition after the event.
16. All areas should be vacated at least 15 minutes prior to the closure of premises.
17. In case of adverse weather, the management may exercise discretion to close the venue when, in its opinion, the facilities are unsuitable for use, from a safety or operational point of view. The Venue will be closed within 30 minutes after a Pre-No.8 Special Announcement is issued.
18. Staff of the Venue and University security reserve the right to enter the Venue at all times to ensure compliance with rules and regulations by the applicants and users.
19. The University reserves the right to terminate the events/ activities if any rule or regulation has been found to be breached.

Conduct of Users

20. The rights of other users should be respected.
21. Noise should be kept at an acceptable level that does not cause nuisance to other users.

22. Users are expected to observe the rules and regulations. Any misconduct is subject to disciplinary action in accordance with “Student Discipline” and “Behavioral Conduct” stated in the Academic, and may lead to cancellation/ suspension of bookings.

Food and Drink Policy

23. Only light snacks and drinks provided by the vending machines, or of the same types, are allowed in the designated area.
24. Users should keep the Venue clean and dispose of any litter properly immediately after the consumption of snacks and drinks.
25. Staff of the Venue reserve the right to review/ determine which food and drink items are acceptable.
26. Alcoholic beverages are strictly prohibited in the Venue.

Others

27. The SAO reserves the right to make changes to the Rules and Regulation without prior notice.

Prepared by SAO (June 2021)