

Guidelines for PGH Carom & Equipment Reservation

《借用研究生宿舍康樂棋及設備指引》

1. The Postgraduate House (PGH) carom and equipment are opened to **PGH residents** from 07:00 - 23:00, Monday to Sunday (including public holiday).
研究生宿舍康樂棋及設備只供**研究生宿舍宿生**使用，星期一至星期日及公眾假期，上午七時至晚上十一時。
2. The earliest reservation of carom and equipment could be made at Management Company Front Desk (PGH S3 G/F- main entrance) **one week in advance**, immediate reservation is also possible.
借用康樂棋場地和設備最早可於使用前一星期到管理公司前台(研究生宿舍南三座地下-大門入口)申請，即時申請借用亦可。
3. When making reservation, applicants need to present **UM student ID card and room keycard** and pay a refundable deposit of MOP20.
申請時，必須出示澳大學生證，宿舍房卡及遞交澳門幣 20 元之可退還按金。
4. Applicants should inform Management Company Front Desk of any changes or cancellations of reservation, such changes or cancellations is required to be given at least 3 hours prior to the time of use, otherwise no deposit will be refunded. If the applicants do not arrive within 10 minutes of the time of use, the reservation will be cancelled automatically and no deposit will be refunded.
如有任何更改或取消，申請者須必須在租用開始時間最少 3 小時前通知管理公司前台，否則按金將不獲退。如逾時到場超過 10 分鐘，則自動取消其申請並不獲退還按金。
5. Each reservation is 2 hours maximum and should not be more than 2 consecutive sessions within the same day.
每次借用最長為 2 小時，即日連續租場不可超過兩個時段。
6. Applicants need to borrow cues and chess at Management Company Front Desk with a refundable deposit of MOP50. Such deposit will be refunded immediately when the borrowed items are returned to Management Company Front Desk on time and in good condition. For any damaged or lost item(s), no deposit will be refunded and replacement fee will be charged.
申請者需於管理公司前台遞交澳門幣 50 元之可退還按金申請借用康樂棋及球桿。使用後按時並完整交還管理公司前台將獲退還按金。如該物品有任何損壞或遺失，則不獲退還按金，申請者須繳付賠償金。
7. Residents with improper use of the carom or equipment will be asked to stop and leave the venue immediately. Otherwise, may result in disciplinary action.
不正當使用康樂棋或設備的學生將被即時要求立刻停止及離開。否則，處以紀律處分。
8. Carom will be closed on the following occasions:
以下情況將暫停開放：
 - 8.1 Reserved by other departments/organizations
被其他部門/團體預先借用
 - 8.2 Typhoon signal no.8 is hoisted
八號颱風信號懸掛
9. Carom could only be used by the approved applicants, no interchange is allowed.
康樂棋只允許獲批准之申請者使用，不可轉讓其他使用者。
10. Student Resources Section (SRS) can revise this Guidelines at any time and the revision shall come into force upon announcement.
學生資源處(本處)可隨時修訂本指引，公佈後可立即生效。