



Postgraduate House Venue Reservation Guidelines

A. Objective

The objective of the Guidelines is to govern the internal use of different venues at the Postgraduate House (PGH) so as to utilize the university resources in an optimal way and to facilitate the effectiveness of venue management.

B. Background

1. The Student Affairs Office (SAO) provides PGH venues for staff and students to organize activities.
2. All activities could only be held in the venue approved by SAO.
3. PGH venues are reserved for activities organized by the University itself. They are available for reservation provided that daily operations and the best interest of UM are not affected.

C. General Rules

1. The nature of activities shall include:
 - a. academic event, cultural event, international exchange, performance, music and movie appreciation, speech or exhibition;
 - b. Activities approved by SAO.
2. Upon submitting application for reservation of venue, users are assumed indeed read, understood and agreed to follow the “Postgraduate House Venue Reservation” Guidelines.
3. Users should keep the structure and equipment of the venue clean and intact, in good working condition. Users will be liable for any damages caused by human negligence. SAO only accepts replenishment of good or physical repair from authorized supplier or contractor of SAO.
4. Users should clean up the venue prior the approved reservation time ends. Users should be responsible for any cleaning fee incur if the venue is seriously stained.
5. After the activity, users should return all the borrowed items to the relevant parties immediately. Users are responsible for any damages and losses of borrowed item(s).
6. Be aware of the volume control during the activity to avoid any disturbance to PGH residents. Smoking is strictly prohibited inside PGH.
7. SAO reserves the right to remove any promotional materials (e.g. posters, flag or banners) without prior approval, notification and justification.
8. Users must not occupy spaces other than the approved venue area. Any violation will result in reminder, warning or penalty.
9. Users must use the venue within the approved period and return the venue on time.
10. If cooking is needed at the venue, prior approval should be sought from SAO. Only electromagnetic stove is allowed. Such a request has to be submitted together with the application.
11. NO money transaction is allowed at any reserved venue (except with prior approval from the Head of Student Resources Section). Such a request has to be submitted together with the application.



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12. Any additional equipment request after the approved reservation should be made at least 2 working days before the activity. However, reminders/warnings will be given to the applicants.
13. Using equipment other than equipment list provided by UM requires prior approval from your Student Activity Facilitator (for student) or SAO (for staff). Such a request should be submitted together with the application.
14. Reserved venue could only be used by approved applicants. No transference of venue to other clubs or parties is allowed without another approved application.

D. Reservation Procedures of PGH Venue

1. Venue availability can be checked via UM venue booking system.
2. Online application must be submitted to SAO by your Student Activity Facilitator (for student) or UM staff at most 180 days prior to the first day of venue reservation and at least 4 working days prior to the first day of venue reservation.
3. Users are required to provide a summary about the activity, name of the organizer(s) and co-organizer(s), date, time for the use, estimated number of participant/attendance, the list of equipment, setup requirement and contact point (mobile phone number and email) of a responsible student (for student reservation) / UM staff (for staff reservation) together with the online application.
4. SAO generally replies via email within 3 working days regardless of the application result.
5. Confirmation must be received prior to the use of the venue.
6. Users should print the approved application form from the confirmation email in order to collect the reserved equipment at the PGH Management Company Office (S3, G/F, Room G003) on the reserved activity day.

Immediate reservation will not be entertained unless duly justified.

E. Cancellation of PGH Venue Reservation

1. SAO reserves the right to decline any applications for activity that is not academic-related and to terminate an ongoing activity when the nature of which is irrelevant to that as indicated by the users in the application request, the daily operations of PGH or the best interest of PGH residents are affected. SAO reserves the right to pursue legal actions for any abuse on the users' part.
2. SAO is given the first priority for the use of venue. For that reason SAO has the right to cancel the use of a venue that received prior approval or request the organizer to reschedule the use of the venue.
3. SAO has the right to cancel the use of a venue that received prior approval, or request the users to reschedule the use of the venue in exceptional circumstances such as typhoon, rainstorm, landslide, and so on. SAO has the right to cancel any activities that disrupt or obstruct the teaching, research, administration or other UM activities in the UM campus. SAO has the absolute right to refuse an application without the need to provide any explanation.



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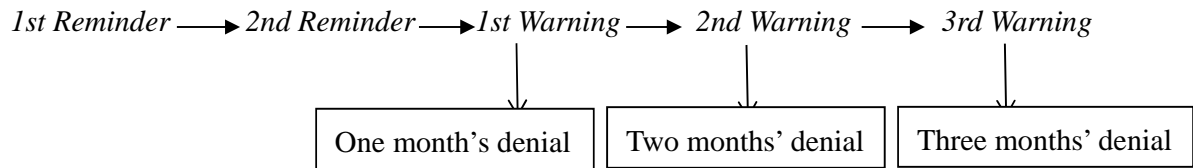
- 4. For cancellation of the use of venue after an approval is given by SAO, users are required to make a written request to SAO 2 working days prior to the first day of venue reservation. Otherwise, reminders/warnings will be given to the applicants.
- 5. Venue reservation will be cancelled AUTOMATICALLY if no responsible person from the organizing party arrives within the first 20 minutes of the reserved period.

Warnings & Penalties

Reminders and warnings will be given to any violations of the above guidelines.

Two accumulated reminders followed by one warning will result in one month's denial of venue, banner, counter and equipment reservation service.

Two accumulated reminders followed by three warnings will result in three months' denial of venue, banner, counter and equipment reservation service.



For enquiries, please call our office at 8822 2660 during office hours.

Monday – Thursday 9:00 - 13:00, 14: 00 - 17:45

Friday 9:00 - 13:00, 14: 00 - 17:30