



## Guidelines of Use of Student Activity Centre

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### A. Objective

The objective of the Guidelines is to govern the internal use of venues at the Student Activity Centre (hereafter referred to as the “SAC”) of the University of Macau, to utilize the university resources in an optimal way and to facilitate the effectiveness of venue management. All SAC venues are under the management of the Student Affairs Office (hereafter referred to as the “SAO”).

### B. Background

1. SAO provides SAC venues for staff and students to organize activities.
2. All activities could only be held in the venue approved by SAO.
3. SAC venues are reserved for activities organized by the University itself. They are available for external rental when the daily operations and the best interests of the University of Macau are not affected.
4. The nature of activities shall include:
  - a. academic events, cultural events, international exchanges, performances, music and movie appreciations, lectures, and exhibitions;
  - b. activities approved by SAO.
5. The SAC indoor venues open from 08:00 to 23:00, the opening hours of the outdoor plaza are from 08:00 to 22:00. Special approval from SAO shall be obtained in advance if venue users (hereinafter referred to as the “users”) request to use the venues other than the opening hours.
6. Upon submitting applications for venue reservation, it is assumed that users have read, understood, and agreed to comply with all stipulates and arrangements as stated in the Guidelines of Use of Student Activity Centre.

### C. Proper Use of Venues

1. Venues and facilities shall only be used for the designated functions.
2. Users are forbidden to bring any dangerous objects, inflammable, and explosive items into the venues.
3. Users shall comply with all applicable University policies, stipulates, arrangements, and the legislation of Macao SAR. SAO reserves the right to pursue legal or disciplinary



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- actions for any offense or abuse on the users' part.
4. Cooking is strictly prohibited in all SAC indoor venues.
  5. No open flames of any kind is permitted within SAC venues.
  6. When involving the use of special props, or any activities that may pose potential risks to safety, health, and comfort, as well as those requiring heightened security measures, the users must obtain comments from SAO before applying to the use of it. SAO reserves the right to make the final decision.
  7. Emergency exits, fire evacuation routes, pedestrian access (including corridors, stairways, and aisles) cannot be blocked under any circumstances. The emergency lighting, fire services installation, and fire alarm must be kept free of obstructions at all times.
  8. Smoking and gambling in any form is prohibited in all SAC venues.
  9. All personal belongings and materials for the event cannot be stored at all SAC venues other than the reserved time. Besides, anything left behind will be either disposed or treated as Lost and Found items. SAO will not be responsible for any loss or damage.
  10. Noise shall be kept to a minimum level inside or outside the venues to avoid causing nuisance or obstruction to others.
  11. Users are not allowed to remove or relocate any equipment without prior permission obtained from SAO.
  12. Users must not occupy spaces other than the approved venue areas. Any violation of this guideline will result in the immediate cancellation of the venue reservation, and a penalty may be imposed.
  13. Users are responsible for maintaining the cleanliness of venue. All waste must be properly disposed before leaving. Charges may be applied for failure to maintain the required cleanliness.
  14. Users are responsible for the proper functioning of the venues' structure and equipment, and users will be responsible for any damages found to the reserved venue facilities. Upon returning the venues and equipment, any losses or damages that lead to additional repair works, maintenance fees, and replacement costs incurred will be charged to users. SAO only accepts goods replenishment or physical repairs from authorized suppliers or contractors designated by the Procurement Section of University of Macau.
  15. Users are also responsible for any costs incurred due to additional facilities setup, moving, installation, dismantlement, hygiene and safety measures.
  16. SAO has the authority to remove any promotional materials or objects (e.g. posters, flags, or banners) that are not placed or hung in the designated areas of SAC. Unauthorized



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materials shall be removed without prior notice.

17. Money transaction is strictly prohibited at all SAC venues. Any special requests must be included when submitting the venue application.
18. The reserved venues can only be used by the applied users and are non-transferable.
19. Users are obliged to maintain a friendly atmosphere on the UM campus.
20. Activities held at the outdoor plaza shall end before 21:30, and the area must be cleared by 22:00 at the latest.
21. To ensure the safety and smooth operation of activities or rehearsals in the SAC theatre (E31-G001), users are required to arrange at least one on-site technician, such as a SAC technician or a SMP (Stage Management Programme) student helper, to handle audio and visual controls during the event.
22. Users must bear all the expenses related to the working personnel as indicated in item 21.
23. Eating and drinking is not allowed in the SAC theatre (E31-G001).
24. SAO reserves the right to terminate any applications if the nature of which does not match with the information stated in the initial reservation request, or if users violate any stipulates as stated in the guidelines.

### **D. Reservation Procedures**

1. Venue availability of the SAC venues can be checked via the UM Resource Booking System.
2. Venue reservations should be made online via the UM Resource Booking System. For student unions and student associations, their online reservations shall be submitted via the UM Resource Booking System by the responsible U-team managers and co-ordinated staff.
3. Venue reservations can be made at most 180 days before the first day of the use of the venue. The submission of reserving the SAC theatre must be made at least 10 working days before the first day of the use of the venue. For other SAC venues, at least 7 working days prior to the first day of venue reservation.
4. Venue reservations for less than the required days will not be accepted unless duly justified.
5. Users are required to provide information such as a summary of the activity, the name of the organizer(s), co-organizer(s), the booking period, the event date, time for the use of



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the venue(s), the estimated number of participants or attendance, and the list of equipment and setup requirement together with the online application.

6. To optimize the venue utilization, the following calculation of the reservation period is applicable to the booking of the venues:

	Activity Duration (in hours)	Reservation Period (in hours)
Event	1	5

\*Justifications should be provided to SAO for requesting a longer reservation period.

7. Confirmation from SAO must be obtained prior to the use of the venue. SAO will typically respond to the application result via email within 10 working days.
8. Any requests for additional equipment after the reservation has been approved should be submitted at least 4 working days prior to the scheduled use of the venue.

### E. Cancellation

- For any cancellation of confirmed reservation, users should notify SAO by email 2 working days prior to the first day of venue reservation.
- Users must ensure that a designated individual is present at the approved reserved venue within the first 20 minutes on the day of use. Failure to do so will result in automatic cancellation of the reservation.
- SAO is given the first priority for the use of venues.
- SAO reserves the right to cancel approved applications, or request the users to reschedule the use of the venue in exceptional circumstances or due to act of god such as typhoon, rainstorm, landslide, etc, as well as reserves the right to cancel any activities that disrupt or impede teaching, studying, research, academic activities, and the overall operations of the University of Macau or other activities on campus.

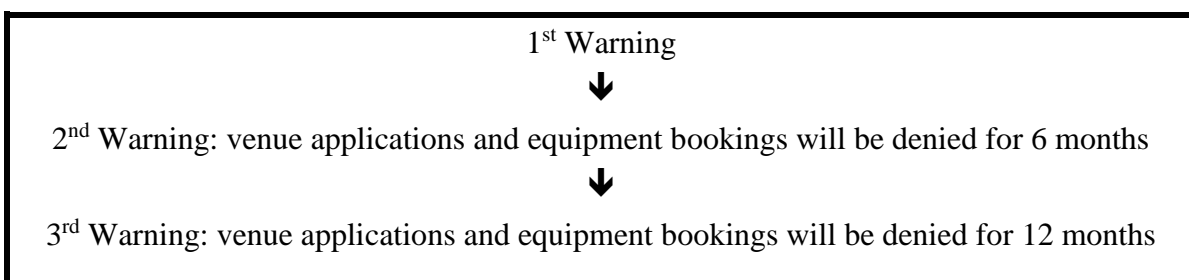
### F. Penalties



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1. Users who violate the above guidelines will receive one or more warnings.
2. If a user accumulates a total of 2 warnings, they will be denied any venue applications and equipment bookings for a period of 6 months.
3. If a user accumulates a total of 3 warnings, they will be denied any venue applications and equipment bookings for a period of 12 months.



All warning records are cumulative and will remain in effect for a period of 2 academic years. SAO has the authority to determine the penalties to be issued.

In the event of any damage or staining of facilities and / or venues, the venue reservation and equipment booking services will be suspended until the necessary rectification is completed and accepted by SAO, regardless of whether a prior warning was issued or not.

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For enquiries, please contact the Student Resources Section via tel: 8822 8705 / 8822 9919 or email to [sao.services@um.edu.mo](mailto:sao.services@um.edu.mo).

Office location: Student Activity Centre (E31), 2/F, Room 2007  
 Office hours: Monday – Thursday 9:00 - 13:00, 14:30 - 17:45  
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