



## Guidelines on Use of Postgraduate House Venues

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### A. Objective

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

### B. Background

1. 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 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. PGH venues are open 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 for Postgraduate House Venue Reservation.

### 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 actions for any offense or abuse on the users’ part.
4. If cooking is needed at the venue, prior approval should be sought from SAO. Only electromagnetic stoves are allowed and such a request must be submitted together with the application.
5. No open flames of any kind is permitted within PGH venues.



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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, gambling and drinking or in possession of alcohol in any form is prohibited in all PGH venues.
9. All personal belongings and materials for the event cannot be stored at PGH 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 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 PGH. Unauthorized materials shall be removed without prior notice.
17. Money transaction is strictly prohibited at all PGH 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.



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20. 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 PGH 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 reservation must be made at least 10 working days before the first day of the use of the venue.
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 the venue(s), the estimated number of participants or attendance, and the list of equipment and setup requirement together with the online application.
6. Confirmation from SAO must be obtained prior to the use of the venue. Once approved, the user will receive email confirmation through UM venue booking system typically within 10 working days.
7. 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.
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**

1. For any cancellation of confirmed reservation, users should notify SAO by email 2 working days prior to the first day of venue reservation.
2. 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.
3. SAO is given the first priority for the use of venues.
4. 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.



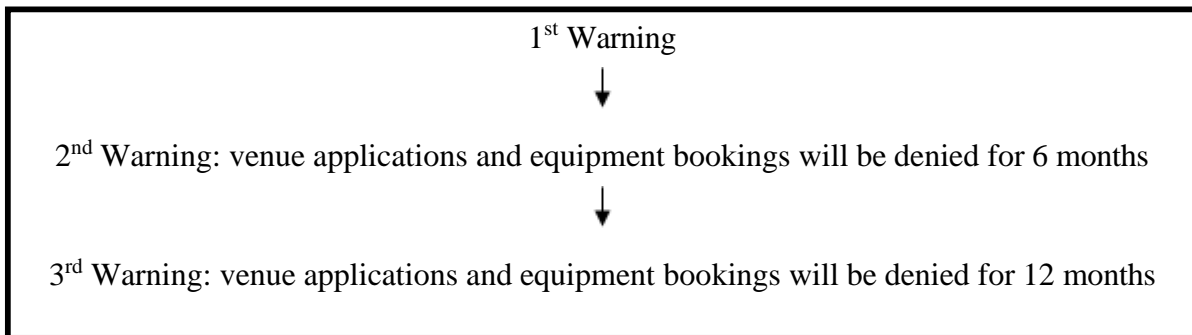
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SAO has the absolute right to refuse an application without the need to provide any explanation.

### F. Warning and Penalties

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.



4. 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.
5. 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.

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For enquiries, please contact the Student Resources Section via tel: 8822 2660 or email to [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo).

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