

## 大學禮拜堂 University Chapel

### 租借條款及細則 Terms and Conditions

#### 基本租借須知 General Rules

1. 借用禮拜堂必須先經本處口頭批准，才下載並填妥申請表，經批核後才可使用。  
Applicant shall seek verbal approval before download and fill in the application form.
2. 本處只接受租借日之前六個月內及七天前之申請。  
Only application within six months of the booking date, a minimum of 7 days will be accepted.
3. 禮拜堂為教育性及基督教聚會場所，凡與浸信會信仰有所抵觸之聚會均不借用。  
Only educational or Christianity activities can be held in Chapel.
4. 禮拜堂屬莊嚴之地方，進入禮拜堂者，須衣履整齊，保持安靜，不得喧嘩、嬉戲及追逐。  
Chapel is a solemn place. The one who enters Chapel shall wear neatly and keep quiet. Do not shout, play or chase around in Chapel.
5. 禮拜堂嚴禁吸煙、飲酒或飲食。  
Smoking, food and drinks are strictly prohibited in University Chapel.
6. 禮拜堂舉行之活動不得出售入場券、不可舉辦綜合性晚會、唱流行曲、跳舞、抽獎等活動，如需放映電影須事前經本處批准。  
It is not allowed to sell any admission tickets, hold any parties, sing pop songs, dance, draw lottery, etc in Chapel. Please obtain approval from the Chaplain's Office if movie screening is required.
7. 聚會如須任何佈置、分發宣傳印刷品、收集獻金或捐款、出售書籍、CD、VCD、DVD 或其他物品等，須事先徵得本處同意。  
If there are needs of decoration, distribution of publicities, collection of donation or to offer any items for purchase such as books, CD, VCD or DVD, approval must be obtained from the Chaplain's Office.
8. 預備及清理場地時間已包括在租用時間之內。超時者，將以每半小時為單位追收租場費用。  
The time of venue set up and cleanup is included in the rental time. Any overrun will be charged on a half-hour basis.
9. 本處不會提供地方存放申請人或其他賓客之物品，申請人須自行保存。如有遺失，恕不負責。  
No items storage will be provided for hirers or visitors. Chaplain's Office shall not be liable for any damage to or loss of any property or goods.
10. 活動當天可為申請人安排三個免費車位，請於活動舉行最少一星期前通知本處職員正確的車牌號碼以作登記，恕未能提供額外付款或免費車位。如車輛沒有預先登記，不得停泊於大學校園內，違泊車輛會被鎖上。（不適用於校內活動）  
A maximum of three free car parking space can be arranged on the rental date. Please inform the correct car plate number to Chaplain's Office for registration. Unregistered cars are not allowed to park and will be locked by the University. (Not applicable for internal events)

## 禮拜堂佈置 Venue Decoration

1. 禮拜堂內只能作少量佈置，佈置及裝飾必需確保不損壞任何傢俱及牆壁。  
Minimal decoration is allowed and must not damage any furniture or wall of the Chapel.
2. 如須移動任何物件或設施，必須於租借前提交詳細的平面圖和場地設施安排，獲批後方可使用。  
A detailed floor plan and venue arrangement must be submitted before rental if there are needs to move any objects or furniture. The hirer shall follow the approved floor plan strictly.
3. 嚴禁使用釘子、膠紙、釘書機、漿糊、膠水或其他有機會損害禮堂之材料及工具等將任何物件加於固定裝置設備或傢俱上，黏貼物品只可使用 Blu-Tack。  
Nails, screws, pins, adhesive tapes or any fastening must not be driven into walls, floors, stairs, furniture or fittings. Please use Blu-Tack for sticking items.
4. 嚴禁放置任何液體容器在鋼琴或風琴上。  
Placing any liquid containers on the piano or organ is strictly prohibited.
5. 不可在地毯上拖拉任何物件，及未經許可，擅自移動禮拜堂內之傢俱。  
Do not drag any items on the carpet or move any furniture without permission.
6. 不可使用氫氣球作裝飾、不可在場地內吊掛任何吊飾。  
Do not use any hydrogen balloons for decoration or hang any items in the Chapel.
7. 禮拜堂內外請勿使用禮炮、拋擲紙碎、樹葉、金粉、豆、米、氣球、泡沫、零碎或易碎物等物品。  
Do not use any party popper, throw any paper scraps, leaves, gold powder, beans, rice, balloons, foam, bits or fragile items, etc. inside or outside the Chapel.
8. 嚴禁採用燃點洋燭之佈置。  
Burning candles are strictly prohibited.
9. 請以尊重禮堂為敬拜神的地方為佈置原則。如有任何損壞，將照價賠償。  
Please respect Chapel as a venue for worship. If there is any damage, Chaplain's Office reserves the right of claims.
10. 租借完畢後，申請人須負責還原禮拜堂之原貌，清除一切佈置、遺留下來之物品等。所有遺留之物品，恕不負責保存。  
Please clean up the venue after the event and remove all decorations and leftover items. Any leftover items will not be kept and Chaplain's Office shall not be liable to any loss or damage.

## 音響設備及場地使用 Audio Visual (AV) Equipment & Venue Usage

1. 禮拜堂內之空氣調節系統、擴音系統、錄音及燈光設備，須由指定人員使用及操作，借用單位不得擅自調較或使用。  
The operation of air-conditioning, AV system and lighting system must be controlled by designated representative. The hirer shall not adjust or control without permission.
2. 所有人未經許可不得擅自將私人器材、樂器接駁至本處之音響設備上。  
It is not allowed to connect unauthorized personal equipment or musical instruments to the AV system of Chapel.
3. 如要使用禮拜堂內之管風琴，借用單位須自行安排合資格之司琴，並於活動前提交管風琴司琴之姓名及考核證書。  
If there is a need of using the organ, a qualified organist has to be arranged by the hirer and to submit the name and relative certificate(s) of the organist.

4. 接駁任何種類之電器或輔助設施於禮拜堂之供電設備上，須先徵得本處或其代表同意。  
To connect any kind of electrical or auxiliary equipment towards the power supply system of Chapel, approval must be obtained from the Chaplain's Office or designated representative.

### 基本責任 Basic Responsibility

1. 本校已購買公眾責任保險，惟一切因借用單位於運作上疏忽或不按本處指引進行活動而導致任何人士之各樣意外或傷亡、或遭遇各樣損失，需全由申請人承擔，本處恕不負任何責任。  
The University has already brought public liability insurance, but the hirer shall be liable to any negligence or not following the guidelines leading to accidents or casualties, loss or damage caused by the hirer.
2. 本禮拜堂範圍內嚴禁使用噴雪劑、噴灑膠，或其他易燃物品。如借用單位或代理人所帶進本堂之物件，具危險性或對其他人士構成滋擾或潛在危險，本處可著令借用單位將物件移離本堂範圍。  
The use of snow spray, spray glue, or other flammable materials is strictly prohibited. If any items that are dangerous or liable to cause nuisance or potential danger to other people, the Chaplain's Office shall have the right to request removal and disposal of such thing.
3. 如借用單位運作上疏忽或不按指引進行之活動而導致本禮拜堂蒙受損失，本處保留追究責任及相關之賠償。  
If there is any negligence or not following the guideline leading to damages of Chapel. Chaplain's Office reserves the right of claims.
4. 申請人必須確保活動之運作及安全符合本處一切指引而進行。  
The hirer must ensure the operation and safety measures follow the appropriate guidelines.

### 惡劣天氣下之安排 Arrangement Under Inclement Weather

如租借時段前 2 小時 If 2 hours before the rental period	
i. 天文台已發出 8 號或以上熱帶氣旋警告信號或黑色暴雨警告信號  A Typhoon Signal Number 8 or above or Black Rainstorm Warning Signal is already hoisted	租借將會 <b>取消</b> ，申請人可聯絡本處安排更改日期，另行安排之日期及時間以不影響其他禮拜堂活動為原則；如申請人最終決定取消活動，大學將收取 20%的場租作行政費。  The booking will be <b> canceled</b> . The hirer can contact Chaplain's Office to arrange another date. The new rental date and time will be arranged based on the principle that other activities will not be affected; if the hirer decided to cancel the event, 20% of the rental fee will be charged for administrative fee.
ii. 天文台已發出 8 號熱帶氣旋預警（即天文台預告數小時內將懸掛 8 號熱帶氣旋警告信號）  A Typhoon Signal Number 8 is forecasted to be hoisted (meaning Hong Kong Observatory announced that a Typhoon Signal Number 8 will be hoisted in the few hours)	



<p>iii. 8 號或以上熱帶氣旋警告信號或黑色暴雨警告信號已經取消</p> <p>A Typhoon Signal Number 8 or above or Black Rainstorm Warning Signal is already canceled</p>	<p>活動將照常舉行。 若申請人決定取消活動，將不設改期，並會收取 20%的場租作行政費。</p> <p>The event will be as scheduled. If the hirer cancel the event, another rental date will not be arranged and 20% of the rental fee will be charged for administrative fee.</p>
<p>如活動進行期間 If during the event</p>	
<p>i. 天文台發出黑色暴雨警告信號</p> <p>Black Rainstorm Warning Signal is hoisted</p>	<p>申請人可取消或繼續如期舉行活動。 若申請人決定繼續舉行活動，申請人必須就因任何原因導致的傷亡、損失或損害所產生的所有索償、損失、損害、要求、法律行動、法律程序及開支自行負責，並須通知參與者最新的天氣狀況。已支付的租借費將不獲退還。</p> <p>The hirer may cancel or continue the event as scheduled. If the hirer decide to continue the event, he/she shall be solely liable for all claims, loss, damage, demands, actions, proceedings and costs which arise from death, injury, loss or damage from whatever cause, and shall notify the audience of the latest weather conditions. Paid rental charges will not be refunded.</p>
<p>ii. 天文台發出 8 號或以上熱帶氣旋預警 (即天文台預告數小時內將懸掛 8 號或以上熱帶氣旋警告信號)</p> <p>A Typhoon Signal Number 8 is forecasted to be hoisted (meaning Hong Kong Observatory announced that a Typhoon Signal Number 8 will be hoisted in the few hours)</p>	

\*以上所有內容細則如有修改，恕不另行通知。  
All the above details are subject to change without further notice.

\*\*如有任何爭議，校牧處保留最終決定權。  
In case of any disputes, Chaplain's Office reserves the right for final decisions.

(Revised Aug 2020)