

康樂中心使用須知 Recreation Centre Usage Rules

開放時間：學期內星期一至五 10:00-18:00 (學校假期及公眾假期除外)
Opening Hours: Every Monday to Friday in the Semester 10:00-18:00
(Except school and public holiday)

1. 為保持環境衛生，康樂中心內只限進食輕食及飲品，其他食物請於康樂中心以外的地方享用。
To maintain the hygiene of RC, only light snacks and drinks are allowed. Please enjoy other food items outside RC.
2. 康樂中心可借出康樂用品（如棋牌類、乒乓球等），借用時請出示學生證及繳交相關費用。
The RC offers recreational items for rental (e.g. card games, boardgames, table tennis). Please show your student ID card and submit fees if any.
3. 請妥善使用場地及所借出之物品，使用者須承擔任何損壞或遺失，本處保留索償之權利。
Please keep the good conditions of the venue and borrowed items. User is liable for any damages or losses. Chaplain's Office reserves the right for claims.
4. 請勿擅自移動或搬走康樂中心內的傢具及乒乓球枱。
Do not move the furniture (including Tennis Table).
5. 康樂中心內嚴禁賭博或進行不雅的遊戲。
Gambling and indecent activities are prohibited.
6. 除當值之學生助理或由本處同工陪同以外，未經准許不得進入辦公室或櫃台範圍。
Other than student assistant on duty or accompanied by staff, office area and counter are not for entry.

借用康樂中心場地 Venue Booking of Recreation Centre

1. 康樂中心內有兩間活動室供同學使用，只接受三個月內之借用申請，請向櫃檯查詢借用時間後提交申請表，活動後請還原場地。
Two activity rooms are available for booking (not more than three months in advance). Please make booking at reception counter and reinstate the venue after use.
2. 若需於開放時間以外借用場地，須於活動一星期前向校牧處負責同工提出特別申請。基於保安理由，活動必須有本處同工駐場才獲批准使用房間。
For booking after opening hours, please apply to our staff at least one week before event date. For security reasons, our staff is required to present during the event.
3. 如活動需要場地佈置，請事前讓負責同工知悉及同意，活動完結後請清理場地。
If decoration is required, please seek for approval and reinstate the venue after use.
4. 如需使用活動室之音響投影設備，請向櫃檯查詢，使用者請自備手提電腦。
If you wish to use the audiovisual equipment in the activity room, please contact reception counter and bring your own notebook.
5. 為免影響場地、課堂以及其他使用者，康樂中心內不能作樂隊表演、練習之用。
To not affect venue settings, classes and other users, any rehearsals or performances that requires band settings are not allowed.
6. 如有任何爭議，校牧處保留最終決定權。
Should there be disputes, Chaplain's Office reserves the right for final decisions.

(updated on Jul 2019)