

香港中文大學 崇基學院

龔約翰學生中心

LG501 樂隊室使用規則

User Guidelines of LG501 Band Room

Kunkle Student Centre, Chung Chi College,

The Chinese University of Hong Kong

1. 基本資料 Basic Information

- 1.1 樂隊室只供持有效「中大通」的崇基學院學生和教職員，以及崇基校友使用。
The use of the Band Room is restricted to Chung Chi College students, staff members upon presentation of valid CU Link Card and Chung Chi alumni only.
- 1.1 樂隊室於星期一至六開放，時間為星期一至五上午 9 時至晚上 10 時 30 分及星期六上午 9 時至中午 12 時 30 分。周日及公眾假期休息。
The Band Room is open on weekdays from 9:00 am to 10:30 pm and Saturdays from 9:00 am to 12:30 pm. It is closed on Sundays and public holidays.
- 1.2 樂隊室接受以個人名義借用。借用人士在一星期內（星期日至星期六）最多可借用 3 個時段，每個時段最長 3 小時。學生可自行在中大中央網上預約系統 (<https://booking.cuhk.edu.hk/>) 辦理借用手續。教職員可聯絡學生發展處職員，以作租用。校友則可透過崇基校友會租借樂隊室。樂隊室可於使用前一個月申請借用。
The Band Room is open for individual reservations. Individual user could reserve 3 sessions (max. 3 hours for one session) at most within a week (Sunday to Saturday). Student could make reservation via CUHK Central Booking System (<https://booking.cuhk.edu.hk/>). Staff members can contact staff of College Student Development Office for booking. Alumni can make booking through Chung Chi College Alumni Association. The Band Room could be reserved up to one month in advance.
- 1.3 借用人士必須於中大中央網上預約系統初步預約樂隊室後**三個工作天內**，於辦公時間**親臨**崇基學院學生發展處，全數繳付按金及租借費用，否則被視為放棄場地租用，恕不另行通知。
Applicants should settle the payment (booking fee & deposit HK\$300) and submit the original copy of the completed application form within three working days to confirm the booking further at Chung Chi College Student Development Office(4/F PSC) in office hours. Otherwise, it will be deemed as giving up the venue booking without prior notice.
- 1.4 崇基學院學生租借樂隊室費用為每小時港幣 50 元正，教職員及崇基校友為每小時港幣 100 元正。按金統一為港幣 300 元正。只接受現金付款，不設找續。
The band room hire charge is HKD50 per hour for Chung Chi students; HKD100 per hour for Staff members and Alumni with standardized deposit HKD300. Applicants only can make a payment in person by cash. No change will be provided.
- 1.5 按金將會經本處職員巡視場地使用完畢之情況，使用後計**三個工作天**，申請人即可於**辦公時間內**辦理發還按金之手續。**場地**及如發現任何損毀或衛生狀況惡劣，本處會視乎情況沒收部分或全數按金。
The deposit will be refunded to the applicants after the site inspection has done by SDO staff after three days of use. Part or all of the deposit will be forfeited if any damage or poor hygiene conditions is found depending on the situation.
- 1.6 申請人須帶備證明文件(如中大通)及回條(以有本處印章為準) 於使用場地後一個月內為期限，親身到本處辦理手續，逾期恕不退還。
Applicants must bring their CU link card and confirmation slip(with SDO original chop) to go through the formalities in person within one month after using the venue. Overdue will not be refunded.

- 1.7 借用一經確定，不設取消。如學院認為樂隊室不宜使用，有權將之關閉，毋須事前通知。受影響的借用人士可另擇使用時間而毋需額外繳費。
- No cancellation will be arranged once the reservation is confirmed. The College reserves the right to close the Band Room without prior notice when, in its opinion, it is not suitable for use. If the Band Room is closed due to adverse weather or the College's decision, users being affected users could reserve another time slot(s) for compensation.

- 1.8 除公眾假期及按情況公佈的特別日期外，樂隊室全年均可借用。

The Band Room is available for reservation throughout the year, except for public holidays and other special occasions announced accordingly.

2. 使用規則 Rules and Regulations

- 2.1 已預約人士，請到達樂隊室簽到以確認出席。

User should sign in at the Band Room to confirm their attendance.

- 2.2 如借用人士於預借時間開始後 15 分鐘仍未簽到，學生發展處有權讓其他人士或團體借用。原有的預約人士將不能於原定時段使用樂隊室，已繳費用將不會退還。

If user fails to show up within the first 15 minutes of the reserved period, the Students Development Office will release the Band Room for other users. The original user cannot reclaim the use and the fee paid will not be refunded.

- 2.3 在借用時間開始後 15 分鐘內，借用人士須檢查所有設備，確保操作正常。設備如有損壞，請立即通知學生發展處職員。

Please check and make sure that all the equipment is properly functioned within the first 15 minutes of the reserved period, Users must report any damage to or malfunction of the equipment to staff of Students Development Office immediately.

- 2.4 樂隊室最多容納 12 人。若有違規，學生發展處職員有權終止借用人士使用設施。

The Band Room can accommodate a group of no more than 12 participants. Staff of the Students Development Office reserves the right to debar users from using the facility for non-compliance with the stated regulation.

- 2.5 借用人士可自攜樂器，唯須自行小心保管。如有損壞或遺失，學院概不負責。

User could bring along personal musical instruments to the Band Room and should take good care of the instruments. The College shall not be liable for any loss or damage.

- 2.6 借用人士或單位須經常關上樂隊室大門。

The Band Room should be kept closed all the time.

- 2.7 學生發展處職員會於借用單位離開前簡單檢查設施。

Staff of the Student Development Office will conduct simple checking on the equipment before the departure of the user.

- 2.8 請小心使用樂隊室內的設施；使用後必須清理場地，並回復原狀。若場地或設施有任何損壞，須按值賠償。借用人士須自備垃圾袋，自行清理並帶走垃圾。

Please take good care of the facility in the Band Room. Users are responsible for reinstating the facility to its original condition immediately after use. In case of any loss or damage, users are responsible to pay for the repair or replacement. Users are required to clean up the venue with their own garbage bags.

- 2.9 樂隊室的音響器材不可私自調較。如借用人士對使用方法有任何疑問，可向學生發展處職員借用設備使用手冊。

User must not make any adjustments to the audio system in the Band Room. Users can borrow the user manual from SDO's staff and study before using any equipment if having any concerns.

- 2.10 為免對使用人士的聽覺造成永久性損害，請將音量保持於 94 分貝或以下。為保護聽覺，借用人士應每隔一小時離開樂隊室及休息最少 15 分鐘，亦可自備棉花或耳塞保護耳朵。

To avoid causing permanent hearing impairment, please keep the volume under 94dB. All users are advised to leave the Band Room and rest for at least 15 minutes every hour. Users may also use cotton balls or ear plugs to protect their ears.

2.11 校園內嚴禁吸煙。樂隊室內，不准飲食（清水除外）。

Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Band Room (except water).

2.12 樂隊室內嚴禁舉辦任何商業或金錢交易活動（如私自教授樂器）。

Any kinds of commercial activities or activities involving money transaction (e.g. conducting private teaching class) are strictly prohibited in the Band Room.

2.13 借用人士不得把場地轉借。

Transferal of reservation is not allowed.

2.14 若學院有重要活動擬在同一時間地點舉行，借用人士或單位須讓出房間，費用將獲全數歸還。

User is required to release the reservation if the College subsequently plans to hold an important event at the same time and in the same place. A full refund will be arranged.

3 注意事項 Notes

3.1 崇基學院有權於任何時間對本規則作出修改。

Chung Chi College reserves the right to amend the terms and conditions of these guidelines.

3.2 使用者必須嚴格遵守會議室使用規則及崇基學院學生綜合大樓的其他規則。如有違反，違規行為會被記錄，崇基學院亦有權作出處分。

All users must abide by the rules and regulations set out for the Band Room as well as other policies set for the Student Development Complex. Misconduct will be recorded and the College reserves the right to invoke disciplinary action.

3.3 倘中文版本與英文翻譯本有任何歧異或不一致，概以中文版本為準。

The Chinese version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

如有查詢，可致電 3943 6991 / 3943 4395 與崇基學院學生發展處聯絡。

For enquiries, please contact Chung Chi College Student Development Office at 3943 6991 / 3943 4395 .

龔約翰學生中心 LG501 樂隊室 確認回條

Confirmation slip of Kunkle Student Centre LG501 Band Room

The Chinese University of Hong Kong

Staff Use Only

Reference No: _____

Part A. 申請人資料 Applicants' Particulars

- | | |
|--|--------------------------------|
| 1. 申請人姓名
Name of Applicant: _____ | 2. 學生/職員編號
Users ID : _____ |
| 3. 借用學生團體/單位 (如有)
Name of Society/Unit: _____ | 4. 聯絡電話
Contact no.: _____ |
| 5. 中大電郵
CUHK Email Address: _____ | |

Part B. 租用詳情 Details of Booking

1. 租用日期 Date : _____
2. 時間 Time : 從 From _____ 到 To _____ (共__小時; 共__時段)

請細閱以下使用條款：

- 單位於預借時間開始後十五分鐘仍未簽到，崇基學生發展處有權讓其他人士或團體使用。原有的借用單位將不能於原定時段使用樂隊室，**已繳費用將不會退還**。If user fails to show up within the first 15 minutes of the reserved period, Chung Chi Student Development Office will release the Band Room for other users. The original user cannot reclaim the use and the fee paid will not be refunded.
- 在借用時間開始後 15 分鐘內，借用人士須檢查所有設備，確保操作正常並簽署以資證明。設備如有損壞，請立即通知學生發展處職員。Please check and make sure that all the equipment is properly functioned within the first 15 minutes of the reserved period, written verification is required. Users must report any damage or equipment malfunction to staff of Student Development Office immediately.

我確認已閱讀並同意以上使用條款。

I hereby acknowledge that I have read and understood the terms and conditions as provided above.

申請人簽名 Signature/ chop: _____ 日期 Date : _____

(For the Use of Chung Chi Student Development Office only 只供崇基學院發展處使用)

確認收取：核對中大通 費用 HKD\$_____ (崇基學生半價\$50；其他人士\$100) 按金 HKD\$ 300 總收：HKD\$_____

Confirmation Slip and Deposit receipt for KSC LG501 Band Room Booking

It is to confirm that your application for booking of KSC LG501 **Band Room** (Reference No: _____) is approved.

A total amount of booking fee HKD\$_____ and the deposit HKD\$ 300 were received. The deposit HKD 300 will be refunded when the applicant is in compliance with terms and conditions of **LG501 Band Room**.

Student Development Office : _____ Date : _____

Return receipt for KSC LG5 Band Room booking deposit

I have received the booking deposit HKD\$ 300 of the booking on _____ KSC LG501 **Band Room** (Deducted deposit: HKD\$_____)

Signature/Department chop: _____ Date : _____