

香港中文大學崇基學院

二〇二四至二〇二五年度畢業班全體及分系照拍攝日

院系會設置攤位

申請須知及場地使用守則

凡已註冊之院系會欲申請於二〇二五年二月二十八日（星期五）崇基學院畢業班全體照及分系照拍攝日當天，在崇基校園設置攤位，請注意下列事項：

- 一、 **申請日期**：二〇二五年一月十三日（星期一）至一月三十一日（星期五）。
- 二、 **攤位位置**：設於池旁路靠未圓湖一段之行人路，及龐萬倫學生中心外廣場。攤位的位置編排會以學院及學系之名稱按序排列決定。
- 三、 **簡介會**：各申請團體需於遞交申請並獲批後出席於二月七日（星期五）舉行之簡介會（詳情將以電郵通知）並繳交港幣三百元保證金及簽署承諾書。各攤位的申請結果及排序將於二月十四日以電郵公佈，確實的攤位位置標示則於二月二十七日下午沿池旁路張貼。
- 四、 **拍攝日交通事宜**：當天由上午十一時三十分至下午五時，池旁路將實施封路，禁止車輛出入。各攤位的物資或佈置在非封路期間，一律不可放置於馬路上，以免阻礙車輛駛經及產生危險。上午十一時三十分前仍有轉堂校巴駛經該路，同學須時刻注意路面情況，以策安全。
- 五、 **物資借用**：每個院系會可同時租用長檯一張（費用：\$200）及借用圓膠椅兩張。畢業同學超過六十人之院系會可租借長檯兩張及圓膠椅四張。
- 六、 **拍攝日物資領取**：負責人必須為崇基同學。負責人請於拍攝日當天上午十一時至十一時半帶同(1) 經學生發展處批核並蓋印之申請表格 及 (2) 學生證，到龐萬倫學生中心外廣場領取有關物資，並須於當日下午四時至五時到同一地點將物資悉數歸還。
- 七、 **保安和人流安全措施**：拍攝日當天池旁路一帶將十分擠逼，聚集同學數以百計，為保障群眾的安全，任何同學包括舉辦歡送活動的負責同學、畢業班同學，或其他活動參與者，必須時刻遵守在場崇基學院與大學保安組職員的指示。
- 八、 **慶祝活動**：院系會在構思慶祝活動時，必須考慮場地的擠迫情況，切勿進行一些威脅他人人身安全或引起群眾騷動的行為或活動。燃放煙花爆竹、發放大型花炮（花炮高度逾35cm/14英吋、周長逾A4紙闊者均視為大型花炮）、噴灑香檳或其他飲品的行為及活動均一律禁止。
- 九、 **愛護校園環境**：參加者應愛護校園環境，不應作任何破壞建築物及花草樹木的行為及活動。活動結束後，立即清理花束及攤位範圍內所有物品方離開。

崇基學院學生發展處

二〇二四年十二月十一日

Chung Chi College, The Chinese University of Hong Kong

Annual Graduation Photo-taking Exercise 2024-25

Celebration Booths of Departmental Societies Application Guidelines and Venue Rules

All registered departmental societies planning to set up celebration booths at the Annual Graduation Photo-taking Exercise of Chung Chi College on Friday, February 28, 2025, at the Chung Chi campus, please note the following important details:

1. **Application Period:** January 13, 2025 (Monday) to January 31, 2025 (Friday).
2. **Booth Locations:** Booths will be on the pedestrian walkway near Lake *Ad Excellentiam* on Pond Crescent and outside Pommerenke Student Centre Piazza. Locations will be assigned alphabetically by faculty and department.
3. **Briefing Session:** Representatives must attend a Briefing Session on **February 7 (Friday)** after submitting their application and receiving approval. Details will be emailed. A deposit of HKD 300 and a signed Undertaking are required to confirm the application. Results and rankings will be emailed on **February 14**. Exact booth locations will be posted at spot on February 27.
4. **Event Day Logistics:** From 11:30 AM to 5:00 PM, the pedestrian path by the pond will be closed to traffic. No materials or setups should be placed on the road during non-closure periods. Before 11:30 AM, shuttle buses will still be operating, so please stay vigilant.
5. **Rental of Tables and Chairs:** Each society may rent one long table (cost: HKD 200) and two plastic chairs from the Office. Societies with more than sixty graduating students may rent two long tables and four plastic chairs.
6. **Collection of Materials:** Applicants must be Chung Chi students. On the event day from 11:00 -11:30 AM, applicants should bring (1) the application form approved by the Office and (2) their student ID to the Pommerenke Student Centre Piazza to collect the table(s) and chair(s). All materials must be returned to the same location between 4:00 PM and 5:00 PM in that afternoon.
7. **Crowd Safety:** The area around Pond Crescent will be very crowded on the event day, with hundreds of students gathering. To ensure safety, all students, including those responsible for celebration activities, graduating students, and other participants, must follow the instructions of Chung Chi College and the University security staff.
8. **Planning of Celebration Activities:** Departmental societies must consider the crowded venue and avoid any actions that threaten safety or could cause a disturbance. Fireworks, large firecrackers (over 35 cm/14 inches or wider than A4 paper), and spraying champagne or other beverages are strictly prohibited.
9. **Protect Campus Environment:** Participants must not damage buildings or plants. After the event, clean up all items, including decorations and materials, before leaving.