

GUIDELINES FOR USE OF THE TSANG SHIU TIM ART HALL

1. Application

- 1.1 The Tsang Shiu Tim Art Hall is under the administration of the HKUST Student Affairs Office (SAO).
- 1.2 The venue is available free of charge to departments and student societies of HKUST only for events and programs of non-commercial nature and for HKUST community. Activities open to the public would be considered case by case.
- 1.3 Application forms should be obtained from and returned to LG3 Amenities Service Counter.
- 1.4 Booking is on a first-come-first-served basis, while priority is given to art and cultural programs as well as events open to the University community.
- 1.5 Booking requests are accepted up to 2 months in advance of the requested booking date.
- 1.6 Confirmation of application result will be sent to applicant as soon as possible.
- 1.7 Cancellation of booking should be sent to LG3 Amenities Service Counter as early as possible.

2. Use Regulations

- 2.1 For entry access to Tsang Shiu Tim Art Hall, please go to LG3 Amenities Service Counter (tel: 2358 6666) before the event.
- 2.2 After the event, please call LG3 Amenities Service Counter at 2358 6666 to lock up the venue.
- 2.3 Drinking, eating and smoking are NOT allowed in the Tsang Shiu Tim Art Hall.
- 2.4 All equipment/ furniture/ facilities should not be used outside the venue.
- 2.5 All equipment/ furniture/ facilities should be returned to their original position after the event.
- 2.6 Care should be taken to keep the venue safe and clean. Do not leave the Tsang Shiu Tim Art Hall vacant at any time.
- 2.7 The user should clean up and restore the venue to its original state after the event.
- 2.8 Users should not move the pianos without approval by SAO. Otherwise, the user may be charged for the tuning/damage costs.
- 2.9 Any space outside Tsang Shiu Tim Art Hall may not be used without prior approval. No more than 1 event publicity item may be placed outside Tsang Shiu Tim Art Hall.
- 2.10 Penalty will be levied on any irresponsible use of the venues and equipment, which may include a ban on booking for 1 to 3 months as well as cancellation of any approved booking during the banned period.

3. Loss and Damage

- 3.1 The user department or student society will be held liable for any loss and/or damage of equipment/ furniture/ facilities in the Tsang Shiu Tim Art Hall during the event period.
- 3.2 SAO is not responsible for any loss of or damage to the user's property.

4. Facilities

UST user departments may call the appropriate contact points below for facility enquiries or requests. Student societies may approach LG3 Amenities Service Counter for enquiries.

Facility Enquiries (For UST User Departments)

Venue Booking	Jeddy Mok (SAO)	x6149, fax: 2335 0453
Equipment	LG3 Amenities Service Counter	x6666
Fixtures Set Up	CK Wong (FMO)	x6570
Removal/Cleaning	Albert Lam (FMO)	x6436
Air-conditioning	FMO Duty Controller	x6465, e-mail: eobsduty
Electricity	Y C Wong (FMO)	x6459
Security	Joe Poon (FMO)	x6437
Plants	Andy B S Lam (FMO)	x6548

Tsang Shiu Tim Art Hall (G017) Checklist

Tsang Shiu Tim Art Hall
 Hall Size: 21m x 21m (est.)
 Light Track height: 2.6m (est.)
 Wall panel height: 2.57m (est.)
 Video Platform
 Piano with Stool
 Wireless Network System
 No. of seat : 200
 Loading capacity: 200 persons
 Seating capacity: 150 seats

Stage
 Size: 7.32m (W) x 3.66m (L)
 Stage height: 61cm

PA System
 Hand Held Wireless Mic x 4, DVD/CD,
 Banner bar, Speakers
 Projector and Screen

<u>Facility Enquiries</u>	<u>Extn</u>
Amenities Service Counter	6666
Emergency	8999
Air conditioning/ Power Supply	6465
AV Equipment	6666
Computer Facilities	6200
Security Control Room	6565

 Washing Room
 LG1, Indoor Sports Complex

