古箏/楊琴使用規則

1. 使用古箏/楊琴者必須出示有效的古箏/楊琴證及學生/教職員證，每張古箏/楊琴證只供持壞人使用。
2. 每人每天可用古箏/楊琴最多 1 小時。
3. 教職員/家屬不能預訂。如無人預訂及無人正在使用，又或預訂場者逾時 10 分鐘仍未到場時，便可登記使用古箏/楊琴。
4. 每張古箏/楊琴證之有效期為:
   a. 本科生: 畢業年度 8 月 31 日
   b. 研究生: 學生證到期日
   c. 教職員: 本學年之 8 月 31 日
5. 申請者必須曾參與中樂團所舉辦之古箏/楊琴使用者訓練課程方能申請古箏/楊琴證。
6. 中樂團可優先借用古箏/楊琴。
7. 使用者須負責任何古箏/楊琴之遺失或損壞。
8. 樂器只供音樂室內使用，不可外借。

Regulations of Using Guzheng/Yangqin

1. User must present User Card and Student/Staff ID Card for use of the Guzheng/Yangqin. The User Card is for the use of the registered card holder only.
2. Each user may book/use the Guzheng/Yangqin at most one hour per day.
3. Staff/family members cannot book in advance. They can walk-in and sign to use the Guzheng/Yangqin if not reserved and used, or 10 minutes after the user has failed to show up.
4. Each User Card will be valid as follows:
   a. UG Student: until 31 August of Graduation Year
   b. PG Student: until expiry date of Student ID Card
   c. Staff: until 31 August of current academic year
5. Applicants must have attended a Guzheng/Yangqin User Training Course before a user Card is issued to them.
6. The Chinese Orchestra has the priority above others in using the Guzheng/Yangqin.
7. User will be held responsible for any loss or damage to the facilities.
8. The instruments should be used in the Music Room only and should not be removed from the venue.
The Hong Kong University of Science and Technology
Chinese Orchestra, HKUSTSU/
Dean of Students’ Office

Application for Guzheng/Yangqin User Card
(Please submit the completed application form to LG3 Amenities Service Counter)

<table>
<thead>
<tr>
<th>Name</th>
<th>(English)</th>
<th>(Chinese)</th>
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</thead>
<tbody>
<tr>
<td>Student ID No. / Staff ID No.</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Contact Tel</td>
<td>E-mail (1)</td>
<td></td>
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<tr>
<td>Graduation year (UG Student Only)</td>
<td>E-mail (2)</td>
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<tr>
<td>Previous Relevant Experience</td>
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</tbody>
</table>

— Card holders are allowed to book/use the Guzheng/Yangqin for 1 hr / day.
— Staff/family members cannot book in advance.

I understand and accept:
— the rules and conditions governing the use of Guzheng/Yangqin.
— user will be held responsible for any loss or damage to the facilities.

( Signature ) ( Date )

Remarks: Please submit one photocopy of HKUST ID card, and this application form to Chinese Orchestra, HKUSTSU via internal mail to SU mail box #36.

Collection of the User Card:
The applicants will be notified by email when the card is ready for collection. If the User card is not collected within one year after the notice is sent, the card will be disposed of by the DSTO. A charge of HK$100 will be levied when the applicant submits an application again in the future.

OFFICIAL USE ONLY

☐ Guzheng/Yangqin User Training Course completed successfully
☐ Proof of previous experience accepted
☐ Others: ____________________________________________________

This application is *accepted / not accepted.

( Authorized Signature with Society Official Chop ) ( Date )

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<thead>
<tr>
<th>Card No.</th>
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<tbody>
<tr>
<td>Date of Issue</td>
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<tr>
<td>Expiry Date of Guzheng/Yangqin User Card</td>
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<tr>
<td>Remarks</td>
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* Please delete as appropriate