黑房使用規則

1. 進入黑房者必須出示有效的黑房證及學生/教職員證，每張黑房證只供登記持咭人使用。
2. 電腦證持咭人切勿觸及黑房內之化學品及沖曬儀器。
3. 每人每天可用黑房最多 2 小時。如使用黑房時，並無其他人預訂，可即場延長多 2 小時。
4. 教職員/家屬不能預訂。如無人預訂及無人正在使用，或預訂場者逾期 10 分鐘仍未到場時，便可登記使用黑房。
5. 每張黑房證之申請或續領費用為：
   a. 學生：免費
   b. 教職員：$100

收費將撥入攝影學會以作經營黑房用途。
6. 每張黑房證之有效期為：
   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
7. 使用者需自備所有用品（化學品及相紙）
8. 申請者必須曾參與影學會所舉辦之黑房課程方能申請黑房證。
9. 攝影學會可優先借用黑房。
10. 使用者須負責任何黑房設施之遺失或損壞。

Regulations of Using Darkroom

1. User must present User Card and Student/Staff ID Card for use of the Darkroom. The User Card is for the use of the registered card holder only.
2. Computer Card user please DO NOT touch any chemicals and photo processing machines.
3. Each user may book/use the Darkroom for max two hours per day. This can be extended on the spot for two hours more if there is no booking for the following timeslots.
4. Staff/family members cannot book in advance. They can walk-in and sign to use the room if not reserved and used, or 10 minutes after the user has failed to show up.
5. The application/renewal fee for each User Card is:
   a. Student: Free-of-charge
   b. Staff: $100

The fee will be used for the management of Darkroom.
6. 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
7. Users must bring their own chemical and photographic papers when using the Darkroom.
8. Applicants must have attended a training course of using Darkroom before a User Card is issued to them.
9. The Photographic Society has the priority above others in using the Darkroom.
10. User will be held responsible for any loss or damage to the facilities.
Application for Darkroom 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>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID No. / Staff ID No.</td>
<td></td>
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<tr>
<td>Department</td>
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<tr>
<td>Contact Tel</td>
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<tr>
<td>E-mail (1)</td>
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<tr>
<td>Graduation year (UG Student Only)</td>
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<td>E-mail (2)</td>
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<tr>
<td>Previous Relevant Experience</td>
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<tr>
<td>User Card Applied</td>
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<tr>
<td>□ Darkroom Equipment</td>
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<tr>
<td>□ Computer</td>
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</tr>
</tbody>
</table>

Card holders are allowed to book/use the Darkroom for max 2 hrs / day.

Staff/family members cannot book in advance.

Staff applicants should send application fee of $100 together with completed application form to Photographic Society.

I understand and accept:

— the rules and conditions governing the use of darkroom.
— user will be held responsible for any loss or damage to the facilities.

_________________________       ______________________  
(Signature)                  (Date)

Remarks: Please submit one photocopy of HKUST ID card, application fee and this application form to the Photographic Society, HKUSTSU via internal mail to SU mail box #19.

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

☐ Darkroom Training Course completed successfully
☐ Proof of previous experience accepted
☐ Others: __________________________________________________
☐ Staff Application Fee Received and Receipt Attached ($100)

This application is  *accepted / not accepted.

_________________________       ______________________  
(Authorized Signature with Society Official Chop)  (Date)

Card No.                        Date of Issue
Expire Date of Darkroom User Card
Remarks

* Please delete as appropriate