Guideline for Use of Public Areas on HKUST Campus by Students

This guideline is prepared by the Facilities Management Office (FMO), Campus Services Office (CSO), Academic Records & Registration Office (ARRO), Student Housing & Residential Life (SHRLO) & Student Affairs Office (SAO) with an aim in providing students, both individuals and groups, information for use of public areas on campus while maintaining an orderly and enjoyable campus environment for the campus community.

1. Different facilities on campus are managed by different administration offices.
   - Teaching facilities like classrooms and lecture theatres: Academic Records & Registration Office (ARRO)
   - Catering and other commercial outlets: Campus Services Office (CSO)
   - Student amenities and sports facilities: Recreational Facilities Development & Amenities (RFDA-SA0)
   - Student Halls of Residence: Student Housing and Residential Life Office (SHRLO)
   - Communal and public areas: Facilities Management Office (FMO)

   Application and approval for use of the facilities are handled and considered by the respective offices.

2. Promotional counters/tables/materials can only be set up in the designated areas which are pre-booked and approved by FMO / CSO. The university will remove and dispose of them without prior notice if necessary.

3. Tables, chairs, notice boards etc. that are used in connection with promotional activities should only be loaned from university departments (such as SAO) and must not be taken from other venues or facilities without permission obtained prior to the relocation or movement of the equipment.

4. Use of sound amplification system in the Atrium has to be adhered to the restriction set by the FMO.

5. Posting and placement of banners must comply with the size restrictions as approved by the FMO. Owner of the banners should remove the materials immediately at expiry of the booking period approved by the FMO.

6. Display and placement of easy-roll up banners should only be placed in close proximity to promotional counters set in areas approved by the FMO.
7. Printed notices should only be displayed in designated notice areas and should be removed promptly after the related event. Do not stick notices on walls, doors, floors, steps, student lockers, or notice stands used by departments.

8. Do not set up electrical wiring or any equipment/fixtures that would cause hazard/inconvenience to other people.

9. During bad weather such as a typhoon or strong wind or heavy rain, make sure to remove any fixture, furniture or other items that may cause hazard, to a proper location for safety reasons. Do not leave these items behind or unattended.

10. Rubbish, refuse and all materials used in connection with the promotional activities must be removed and dispose of all immediately at end of the event, in an appropriate and proper manner. The university reserves the right to recover the cost of reinstatement as well as other cost so incurred.

11. Use of confetti guns and the like are forbidden on campus.

12. Noise levels generated in relation to the event must be restricted to a reasonable level that is acceptable by the community or at a level set by the university. Other campus members or normal teaching activities must not be disturbed.

13. Organizers of events should be considerate to other campus users and should be held full responsible for their behavior and consequences.

14. Organizers of events involving any kind of commercial activities such as placement, display, distribution, sale of any materials (either tangible or non-tangible) or any associated elements, should indicate in their application for use of facilities and obtain approval from the respective management unit or office in advance.

15. Organizers and participants of events should follow guidelines, instructions and advice given by university staff.

Last updated on 25 April 2014