RESOURCES LIBRARY

Reservation of the Activity Room

The Activity Room, with a capacity of 12, could be reserved for student activities. It could be reserved by staff, instructors or student society for holding student activities.

Opening Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>9:00 am to 9:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 pm to 4:00 pm</td>
</tr>
<tr>
<td>Sunday &amp; Public Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Booking

- All applications will be processed on a first-come-first-serve basis.
- Bookings are normally accepted 2 months before the booking date or 1 working day in advance the latest. The completed room reservation form should be sent directly to Resource Library.
- Preparation and clearance time for the function should be included in the booked hours.
- Requisition will be notified in 1 working day upon receipt of the booking form.

Cancellation of Booking

To cancel the booking, the responsible person should notify the staff of Resource Library by phone / e-mail / in person as early as possible.

Check In / Check Out

- The requisitioner should present the Instructor / Students ID card at circulation counter upon check in.
- If users do not show up 15 minutes after the start of the booking time, the Room could be reassigned to other users.

Conduct of Users

- Eating and drinking is not allowed.
- The tables and chairs inside the Room could be freely re-arranged and must be reverted to the original layout after use. Otherwise, they should not be moved.
- Do not leave any valuables unattended. The Library is not responsible for any loss or damage to personal items.
- Users should not occupy the rooms after the booking time.

For further enquiries, please contact Resource Library circulation counter at 3411 5410, or reslib@hkbu.edu.hk.

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