

**The Chinese University of Hong Kong
CW Chu College
Regulations for the Use of Music Room**

**香港中文大學敬文書院
音樂室使用規則**

1. Users **must be CW Chu College Hostel residents**. Non-residents are not allowed to enter / use the Music Room without prior approval from the College.
使用者**必須為敬文書院宿生**。未經院方事先許可，其他人士一律不准進入 / 使用音樂室。
2. Users must write down their **FULL** names and the time slot(s) reserved at the monthly booking record placed at the folder outside the Music Room.
使用者必須事先於音樂室門外的每月記錄冊上填上其姓名及使用時段。
3. To ensure that all students have equal opportunity to use the Music Room, each user is allowed to reserve the Music Room for a maximum of **2 hours per day, and 6 hours per week** (i.e. from Monday to Sunday).
為確保有需要的同學可獲均等機會使用音樂室，每位使用者**每天最多可使用音樂室兩小時；每星期** (即星期一至日)**每人最多可使用六小時**。
4. Users must keep the Music Room clean and tidy. Drinking, eating, yelling and littering are prohibited in the Music Room.
使用者必須保持音樂室整齊清潔，房內嚴禁飲食、喧嘩及拋棄垃圾。
5. Users should take care of their own belongings such as musical scores and should not leave them in the Music Room. The College will not be responsible for any loss or damage to any personal belongings in the Music Room.
使用者應小心保管個人財物，並不應遺留任何個人財物如樂譜於音樂室內。如同學在音樂室內遺失個人財物，院方概不負責。
6. Users are not allowed to take away any property or move the furniture housed in the Music Room without prior approval from the College. Users shall bear the cost of any damage to / loss of facilities caused by negligence / failure to adhere to the user guide.
未經院方許可，使用者不得擅自取去音樂室內之物品或移動房內之傢俱，如有損毀或遺失，須按照市價賠償。
7. Users have to **turn off all lights and electrical appliances when they leave the Music Room**.
離開音樂室時，使用者須**把房內所有電燈及電器關掉**。
8. Users are required to **close the Music Room** before departure.
使用者離開音樂室時**必須把房門關上**。
10. The College reserves the right to reject the booking of the Music Room by any student who disregards any of the above guidelines.
倘若發現使用者違反上述任何規則，書院有權拒絕該等人士使用音樂室。
11. The College reserves the right to file a complaint to the Student Honour Code Committee or Student Discipline Committee on any misconduct or inappropriate act in the Music Room.
倘若使用者在音樂室內行為不當，書院有權向學生誠信誓章委員會及學生紀律委員會投訴肇事學生。

Opening Hours of the Music Room 音樂室開放時間:

Monday to Friday 星期一至五 (8:30 am – 10:30 pm)

Saturday, Sunday and Public Holidays 星期六、日及公眾假期 (9:00 am – 10:30 pm)

Opening Hours of the College Office 書院院務室開放時間

Monday to Friday 星期一至五 (8:45 am – 1:00pm, 2:00pm – 5:30pm)

Enquiry and Emergency Contact 查詢及緊急聯絡電話

Staff-on-duty 當值職員 : 6050 0902

University Security Office 大學保安處: 3943 7999