

**The Chinese University of Hong Kong**  
**CW Chu College**  
**Regulations for the Use of Table Tennis Facilities in Activity Room 2 (Room 213)**

香港中文大學敬文書院  
乒乓球設備使用規則

1. Users must be CW Chu College Hostel residents. Non-residents are not allowed to use table tennis facilities in Activity Room 2 (Room 213) 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活動室 2 (213) 使用乒乓球設備。
2. Users must write down their **FULL** names and the time slot(s) reserved at the monthly booking sheet placed in a folder at the chair of Activity Room 2 (Room 213)  
使用者必須於活動室椅子上的每月記錄冊上填上其姓名及使用時段。
3. To ensure that all residents have equal opportunity to use the table tennis facilities, each user is allowed to reserve the facilities 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乒乓球設備，每位使用者每天最多可使用乒乓球設備兩小時；每星期(即星期一至日) 每人最多可使用六小時。
4. Users can use the bats and balls provided in Activity Room 2 (Room 213). Equipment must be returned and placed to the assigned place before leaving.  
使用者可使用活動室2 (213)的乒乓球拍及乒乓球，用完後請放回原位。
5. Users are required to wear appropriate sportswear and non-marking rubber-soled sport shoes.  
使用者必須穿著合適的運動服裝及不脫色膠底運動鞋。
6. Users must keep Activity Room 2 (Room 213) clean and tidy. Drinking, eating, shouting and littering are prohibited in the room.  
使用者必須保持活動室2 (213)整齊清潔，房內嚴禁飲食、喧嘩及拋棄垃圾。
7. Users should take care of their own belongings and should not leave them in Activity Room 2 (Room 213). The College will not be responsible for any loss or damage to any personal belongings in the room.  
使用者應小心保管個人財物，不應遺留任何個人財物於活動室2 (213)內。如同學在活動室內遺失個人財物，院方概不負責。

8. Users are not allowed to take away any property or move the furniture housed in Activity Room 2 (Room 213) 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活動室2 (213)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。
9. Users have to turn off all lights and electrical appliances when they leave Activity Room 2 (Room 213).  
離開活動室時，使用者必須把房內所有電燈及電器關掉。
10. Users are required to close the door of Activity Room 2 (Room 213) before leaving.  
使用者離開活動室2 (213)時必須把房門關上。
11. The College reserves the right to reject the use of the table tennis facilities in Activity Room 2 (Room 213) 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活動室2 (213)內的乒乓球設備。
12. Since Activity Room 2 (Room 213) is designed for purposes not limited to table tennis playing, the College reserves the right to close the room for other purposes without prior notices.  
活動室2 (213)之用途不限於乒乓球活動，書院有權關閉活動室作其他用途，而毋須事先通知。
13. 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 Activity Room 2 (Room 213).  
倘若使用者在活動室2 (213)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 Activity Room 2 (Room 213) 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 pm –1:00pm, 2:00pm –5:30pm)

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

Saturday, Sunday and Public Holidays Day Time Staff-on-duty

星期六、日及公眾假期日間當值職員: 6050 0902

University Security Office 大學保安處: 3943 7999