

**THE OPEN UNIVERSITY OF HONG KONG**  
**Finance and Facilities Management Unit**

For enquiries, please contact  
 FFMU at 3120 2413.

**Venue Booking Form (For Outside Bodies)**

*(Please see information overleaf before filling this form)*

Particulars of Applicant					
Name of Organization*:					
Name of Contact Person:				Position:	
Correspondence and Email Address:					
Tel. No.:		Fax No.:		Date:	
* Please submit a copy of the Business Registration Certificate and certificate of IRO Section 88 (if any) with this form.					
Booking Details					
Programme Date (DD/MM/YY)	Time		Title of Programme/Function	No. of Participants	Room Requested
	From	To			
** To support the <b>Green Event Pledge</b> , please follow the Green Event Guidebook published by the Environmental Protection Department ( <i>please click <a href="#">here</a></i> ).					
Purpose of function ( <i>please attach relevant information/leaflet if applicable</i> ):					
Audio/video equipment requested:					
Undertaking of Responsibility					
On behalf of my organization, I agree to abide by the regulations stated overleaf.					
Name		Signature		Chop	
For Office Use Only			Ref. No.:		
<input type="checkbox"/> The above booking is accepted. Rental fee to be charged is HK\$_____. <input type="checkbox"/> The above booking is NOT accepted.					
FFMU Staff:			Date:		

## Venue Booking (For Outside Bodies)

### REGULATIONS

#### Terms and Conditions of Hire

1. The Open University of Hong Kong (referred hereafter as OUHK) has full discretion to accept or reject any booking of venue by outside body (referred hereafter as the Hirer).
2. The programme to be held at OUHK should be in compliance with the Public Meetings Ordinance stipulated by Hong Kong Police.
3. The Hirer must be a legal body whose activities to be organized at OUHK must not disrupt its normal operation. The name of OUHK shall not be used under any circumstances in connection with all activities to be organized.
4. If the Hirer is a commercial organization, a copy of valid Business Registration Certificate should be submitted together with the application.
5. The availability of venue is in accordance with OUHK's booking schedules and internal arrangement. OUHK reserves the sole discretion to cancel confirmed bookings if the venue concerned is requested for official or academic activities by the University. In such case, every effort will be made to find a suitable alternative if one is available.
6. The Hirer's activities shall not pose any nuisance, particularly noise pollution, to the University environment.
7. The stated capacity of the venue should not be exceeded.
8. No goods/articles or services may be sold by the Hirer in the University area.
9. Nothing is to be affixed to walls, ceiling, floors, doors or furniture at the entrance or inside the venue without prior consent of OUHK.
10. Eating or drinking is not allowed in the venue.
11. The Hirer shall be responsible for the conduct of its participants while they are in the campus. Identification of participants such as name badges shall be provided by the Hirer and a sample of such identification shall be given to OUHK in advance for security arrangements.
12. Full payment of the rental fee should be made to OUHK prior to the programme date. Rental fee paid is normally non-refundable.
13. The Hirer shall indicate if any equipment in connection with the booking is required. All equipment requires prior booking and a technician charge will apply where necessary.
14. Furniture setting in each venue is fixed. Any re-arrangement would be at the discretion of OUHK subject to the availability of resources. Extra charges may be incurred for special setting in the venue.
15. Without prior consent of OUHK, no equipment/furniture can be borrowed/re-arranged for use. The Hirer is responsible for reinstating the facilities to their original condition immediately after use.
16. The Hirer shall undertake as to be responsible for any loss of or damage to equipment, furniture and fittings resulting from their use of OUHK's facilities.
17. Promotional materials of the programme to be held can only be posted up, displayed, or distributed with prior consent from OUHK.
18. The hiring of venue does not carry with it any entitlement to car parking space at OUHK.
19. OUHK assumes no liability for injury caused by individuals using its facilities. The hirer bears the liability of having placed appropriate insurance to cover all eventualities for using the venue including but not limited to third parties liabilities, etc.
20. OUHK reserves the right to terminate the use of facilities should the Hirer fail to abide by the regulations.
21. The venue being used must be kept clean and tidy.
22. Smoking is prohibited on the campus.

#### Booking Guidelines for Hirer

1. Booking of venue can be made with a maximum of three months in advance of the programme.
2. All booking requests should be made in the first instance to Finance and Facilities Management Unit (FFMU). Eligible organizations will then be invited to submit applications. Bookings will be confirmed in writing.
3. The Hirer is advised to make a site visit to the proposed venue in order to ensure the suitability, but the number of visit is limited to two.
4. Payment can be made in person to our Finance and Facilities Management Unit (Room A0314, Cheng Yu Tung Building, Main Campus, 30 Good Shepherd Street, Homantin) or by cheque. Crossed cheque made payable to The Open University of Hong Kong should be sent to our Finance and Facilities Management Unit for settlement of full rental payment at least five working days prior to the programme date.
5. Amendment or cancellation of bookings should be made at least five working days in advance of the programme. Otherwise, such request will not be entertained and any rental paid will not be refunded.

#### Arrangements for Adverse Weather

1. When Typhoon Signal No. 8/Rainstorm Black Signal is hoisted before the commencement of a booking, all venues will be closed and the booking will be cancelled without prior notice to the Hirer. The Hirer should contact OUHK for re-scheduling the programme. Terms listed above will apply to the re-scheduling.
2. When Typhoon Signal No.8 is hoisted during the rental period of the venue, the programme must be terminated immediately and the Hirer must arrange for all participants to leave. No refund or re-scheduling shall be arranged.
3. When Black Rainstorm Warning is hoisted during the rental period of the venue, all participants of the programme are advised to stay until the signal is lowered. No refund or re-scheduling shall be arranged.
4. When Typhoon Signal No.8/Black Rainstorm Warning is lowered before/at 6:30 am of the programme date, all venues will be open as normal.
5. When Typhoon Signal No.8/Black Rainstorm Warning is lowered a) before/at 10:00 am of the programme date, venue booked will be available from 2:00 pm; b) before/at 2:00 pm of the programme date, venue booked will be available from 6:00 pm and programme may be held as scheduled. No refund or re-scheduling shall be arranged if the Hirer decides to cancel the programme.