



Guidelines for the Use of University Banner Sites and Common Areas

1. Users departments can apply for the designated banner sites and common areas listed in Attachment 1 and 2 for their activities. When safety issues are concerned (such as installation of stage, use of truss, etc.), relevant event set up details must be submitted to the Safety Office for consideration before Estates Office can proceed with the application further. Booking by student societies and clubs, HKUSU and PGSA should be directed to CEDARS.
2. Only authorised staff member(s) (proxies) of a department are allowed to submit application. Department heads can nominate their staff member(s) by filling in the form available at <https://www.estates.hku.hk/download/appendix-proxyform.xlsx> and sending the form to group-eo-itsupport@hku.hk. Maximum 3 proxies are permitted for each department.
3. Bookings are on a first-come-first-in basis and advance booking can be made up to 90 days. Transfer of booking is not allowed unless prior approval is given by the Estates Office. Cancellation of booking must be made to the Estates Office the soonest.
4. Application should reach the Estates Office prior to the event date. Booking of a banner site / common area can be made for a maximum of 7 days except for Sun Yat-sen Place where booking is limited to 1 day.
5. In case the application for the event is of a substantial scale or the venue applied is likely to affect the pedestrian flow of the Campus, the application may be submitted to the Accommodation Committee for consideration.
6. **All handrails and guided-paths are not to be blocked** during the booked period to facilitate persons with a disability to use those facilities.
7. All major access routes should not be obstructed and a clear width should be provided for the fire escape routes. All life safety equipment such as fire shutters, fire extinguishers etc. must not be obstructed.
8. Adhesive materials, nails, tacks or spikes should not be used on walls, glass panels, handrails, floor or fixtures, fitting or furniture in any part within the University premises.
9. Security manpower with charge is available. Please refer to the EO website for the charge rate.
10. All **banners** must be securely and safely hung up and kept in a tidy condition. User departments are responsible for the management and removal of their banners.
11. Should furniture items are requested from the Customer Services Unit, please submit the request via the Event Support system. User departments are reminded the request for **event support service should be submitted at least FIVE calendar days prior to the event**. Online submission for request of less than FIVE calendar days is not allowed. For enquiry on the event support service, please contact our Integrated Facilities Management (IFM) Helpdesk at 3917 8123 (Centennial Campus) or 3917 2882 (Main Campus).

12. When application for a **common area** is lodged, **floor layout plan and equipment to be used** should be uploaded to the system.
13. For the **counter area** of the classroom, it usually can fit in one conference table and two chairs only. The walkway for pedestrians must be maintained.
14. All display boards, tables, temporary fixtures and materials must be securely and safely placed so as not to cause any inconvenience or potential danger to passers-by or users of the area. Indoor type display boards are not permitted to be used in any open space venues.
15. All set-up work must be carried out safely and shall not cause any damage to the University properties. Setting up of furniture items in uncovered podiums should be done on the day of the event and dismantled at the end of the event and is advisable not to be left overnight. Appropriate measures should be adopted to keep the passers-by safe from any event set up while not in use during the booking period.
16. All electricity wirings have to be properly and safely installed, complying with Electricity Ordinance (CAP406). Wiring on the floor has to be properly placed, with protector tape to the ground when necessary to avoid causing trip over. A **plug-in only policy** applies to all electrical equipment involved.
17. The **maximum height of the backdrop/banner** should be 2.2 metres and the maximum length should not exceed the length of the platform/stage.
18. Erection of **marquees** has to use foot ballast plates to hold the poles in secure position to avoid collapse caused by wind or knock over by participants. The marquees have to be placed allowing sufficient space for pedestrian flow. It is the responsibility of user departments to ensure that the marquees are erected and dismantled properly and safely during the course of the event. The marquees set in uncovered venues must be dismantled at the end of the event. In times of foreseeable bad weather and windy condition, erection of marquees is not encouraged.
19. When **Production House** is involved in the event, applicants are required to provide the name, the contact person, the contact no. of the production house and the set up plan **2 weeks in advance**. The Estates Office reserves the right not to approve the use of the venue until such required details have been submitted.
20. **Refreshments** of any kind are not allowed to be served or consumed in the booked venue without prior approval of the Estates Office.
21. User departments have to provide storage area for the furniture removed temporarily from the booked venue, if required.
22. The event shall be conducted under full supervision by the user department and no nuisance shall be caused to the University public. Sufficient no. of attendants/helpers from the user department should be made available on site. The user department is responsible at all times for ensuring the good order, conduct and behaviour of those people attending the event.
23. User departments should be responsible for the tidiness and cleanliness of the venue including the public facilities utilized during and after the event. No posters, signs and adhesive materials shall be put on handrails, floors, glass panels, walls or inside lifts. All banners, signage and publicity materials must be removed from the booked sites immediately after the event. Failing to do so, the user department will be held responsible for the removal/reinstated cost.

24. All rubbish and waste should be properly handled and disposed of accordingly. User department is responsible for the hygiene of the food and beverages served if approval is granted. A cleaning fee will be charged if the venue is not reinstated "as is" condition prior to the event.
25. The Estates Office reserves the right to seek compensation for any damage caused to the facilities as a direct result of an event from the user department.
26. The **public address system** for functions could only be used during lunch time (i.e.12:45 – 14:00) and the volume should be kept at a reasonable level, in particular for Sun Yat-sen Place where low sound level should be observed.

The Accommodation Committee has approved on September 16, 2008 that lunch time activities with musical background in Sun Yat-sen Place are allowed with the following guidelines:-

- i) the maximum frequency of such activities is **two times a month**;
- ii) all sound testing and course of the event has to be conducted strictly within 12:45 – 14:00;
- iii) the organizing bodies should adjust their sound level if there is complaint from occupants or users of the nearby buildings;
- iv) such activities will be disallowed during the Revision and Assessment Period of the University; and
- v) the venue is open to student societies (application via CEDARS) and departments on a first-come-first-in basis.

Applicants are required to forward their application to the Customer Services Unit with the relevant details **2 weeks in advance**.

27. All reasonable directions given by the security staff or the IFM service team must be adhered to at all times.
28. Should there be any concern regarding set up work safety, please contact the Safety Office at 2859 2400 for advice.
29. Should a permit from the government is required for the content of your event, such as Lion/Dragon/Unicorn Dance, user department is reminded to make sure such permit is granted to the organizer/performer.
30. If user departments do not comply with the regulations when using the booked banner sites / common areas, the Estates Office reserves the right to immediately suspend the event with or without prior notice or refuse their future application.
31. New environmental policy on banners (effective September 1, 2020)
From September 1, 2020, user departments are required to comply with the Disposable Plastic Free Campus Policy. Banners that are used for the promotion of and as decoration during events or campaigns lasting less than FIVE days should be made of a material other than plastic. This definition includes compostable or biodegradable plastics (such as Oxo biodegradable or vegetable based plastics). If the event or campaign lasts more than FIVE days, plastic banners are permitted, but the banner must be donated or recycled. Banners can be recycled through the University's recycling provider CBRE Limited (IFM operator). For full policy, please refer to the Sustainability Office website <https://www.sustainability.hku.hk/commitment/waste>.
32. For enquiry, please contact our IFM Helpdesk at 3917 8123 (Centennial Campus); 3917 2882 (Main Campus); 3917 9300 (Sassoon Road Campus).
33. For suggestion and feedback, please contact Estates Office Customer Services Unit at 3917 8284 or email estates@estates.hku.hk.

Estates Office

(07/2020)

Attachment 1 - List of Banner Sites

Attachment 2 - List of Common Areas

Attachment 1 – List of Banner Sites

No.	Location
1.	Covered walkway between Knowles Building/Main Library Banner Site 4
2.	East Gate Green Railing Site A
3.	East Gate Green Railing Site B
4.	East Gate Green Railing Site C
5.	East Gate Green Railing Site D
6.	K.K. Leung Building lift tower Concrete Posts Site A (Lower)
7.	K.K. Leung Building lift tower Concrete Posts Site B (Upper)
8.	Main Building Plaza Lamp Posts
9.	Run Run Shaw Podium Banner Site A
10.	Run Run Shaw Podium Banner Site B
11.	Run Run Shaw Podium Banner Site C
12.	Run Run Shaw Podium Banner Site D
13.	West Gate Railing

Attachment 2 – List of Common Areas

No.	Location
<u>Centennial Campus</u>	
1.	CC CPD 1.21/1.22/1.23/1.24 counter area
2.	CC CPD 2.16/2.17/2.18/2.19 counter area
3.	CC CPD 2.58 counter area
4.	CC CPD 3.01-3.06 counter area
5.	CC CPD 3.21/3.41 outside area
6.	CC CPD 3.28/3.29 counter area
7.	CC CPD LG.08/.09 counter area
8.	CC CPD LG.16/.17 counter area
9.	CC CPD LG.20/.21/.34 counter area
10.	CC CPD LG.59 counter area
11.	CC CPD LG.60 counter area
12.	Centennial Campus G/F Site A
13.	Centennial Campus G/F Site B
14.	Centennial Campus G/F Site C
15.	Centennial Campus G/F Site D
16.	Centennial Campus LG/F counter area (near University Street Entrance)
17.	Centennial Garden – The Brick Wall
18.	Cheng Yu Tung Tower G/F area under the stairs
<u>Main Campus</u>	
19.	Chong Yuet Ming Building P2 - P4 counter area
20.	Chow Yei Ching Building Theatre A Foyer
21.	Chow Yei Ching Building Theatre C counter area
22.	Haking Wong Podium
23.	James Hsioung Lee Science Building open space
24.	Kadoorie Biological Sciences Building Podium
25.	Knowles Building Kwan Fong Lecture Theatre (KB223) counter area
26.	Knowles Building UG/F area (opposite JUPAS Office)
27.	Library Extension Hui Pui Hing Lecture Hall (LE1) Foyer
28.	Library Extension LE2 Foyer
29.	Main Building Convocation Room (MB218) counter area
30.	Main Building G07 counter area
31.	Main Building Plaza
32.	Main Library outside covered area
33.	MB217 counter area
34.	MB237 counter area
35.	Meng Wah Complex T1 outside area
36.	Meng Wah Complex T2 outside area
37.	Meng Wah Complex T4 - T7 outside area
38.	Shaw Podium counter area (near small garden)
39.	Sun Yat-sen Plaza
40.	Sun Yat-sen Steps Podium (near Knowles Building 2/F)
41.	Yuet Ming Fountain