香港大學物業處
Estates Office
The University of Hong Kong

EF81b(07/26)

Guidelines for the Use of University Banner Sites and Common Areas

1. User 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 Postgraduate Student Association (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 Integrated Facilities Management (IFM) contractor/ the Customer Services Unit (CSU) of the Estates Office. Cancellation of booking must be made to Integrated Facilities Management (IFM) contractor/CSU of 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 Security & Parking Unit and Safety Office and other relevant units 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 contact the Security & Parking Unit for a quotation.

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 be requested from the CSU, please submit the request via the Event Management 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 2882 (Main Campus), 3917 8123 (Centennial Campus) and 3917 9300 (Sassoon Road 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 CSU 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 departments and no nuisance shall be caused to the University public. Sufficient no. of attendants/helpers from the user departments should be made available on site. The user departments are 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 utilised during and after the event. No posters, signs and adhesive materials shall be put on handrails, floors, glass panels, walls or inside lifts unless special approval is granted by the CSU of the Estates Office. All banners, signage and publicity materials must be removed from the booked sites immediately after the event. Failing to do so, the user departments will be held responsible for the cleaning/removal/reinstated cost.

24. All rubbish and waste should be properly handled and disposed of accordingly. User departments are 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 departments.

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 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 organising 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 associations (application via CEDARS) and departments on a first-come-first-in basis.

    Applicants are required to forward their application to the CSU with the relevant details at least **two weeks in advance**.

27. All reasonable directions given by the security staff or the IFM contractor must be adhered to at all times.

28. Should there be any concerns regarding set up work safety, please contact the Safety Office at 3917 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 departments are reminded to make sure such permit is granted to the organiser/performer.

30. User departments are required to comply with the Disposable Plastic Free Campus Policy.
    For more details of the Disposable Plastic Free Campus Policy, please visit the below website:
    https://www.wastereduction.hku.hk/disposable-plastic-free-campus

31. User departments should ensure the nature of the event and/or content of the displaying materials should comply with the Guidelines on Civility on Campus, University rules & regulations and the Laws of Hong Kong.

32. 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.

33. For enquiry, please contact our IFM Helpdesk at 3917 2882(Main Campus), 3917 8123 (Centennial Campus) and 3917 9300 (Sassoon Road Campus).

34. For suggestion and feedback, please contact CSU of the Estates Office at 3917 8284 or email eocsu@hku.hk.

Estates Office
(07/2026)

Attachment 1 - List of Banner Sites
Attachment 2 - List of Common Areas

Attachment 1 – List of Banner Sites

No.	Location
1.	East Gate Green Railing Site A
2.	East Gate Green Railing Site B
3.	East Gate Green Railing Site C
4.	East Gate Green Railing Site D
5.	Main Building Plaza Lamp Posts
6.	Run Run Shaw Podium Site A
7.	Run Run Shaw Podium Site B
8.	Run Run Shaw Podium Site C
9.	Run Run Shaw Podium Site D
10.	West Gate Green Railing

Attachment 2 – List of Common Areas

No.	Location
	Centennial Campus
1.	G/F Centennial Campus Site A
2.	G/F Centennial Campus Site B
3.	G/F Centennial Campus Site C
4.	G/F Centennial Campus Site D
5.	G/F Cheng Yu Tung Tower (Area under the stairs)
6.	LG/F Centennial Campus Counter Area (Near University Street Entrance)
7.	CPD LG.16, 17 Counter Area
8.	CPD LG.18, 20, 21 Counter Area
9.	CPD LG.59 Counter Area
10.	CPD 2.58 Counter Area
11.	Area Outside CPD 3.01, 3.06
12.	Area Outside CPD 3.21 - 3.41
13.	CPD 3.28, 3.29 Counter Area
14.	The Bricks Wall - Centennial Garden
	Main Campus
15.	Sun Yat-sen Place
16.	Sun Yat-sen Steps Podium (Near 2/F Knowles Building)
17.	Haking Wong Podium
18.	Lecture Theatre CBA Foyer, G/F Chow Yei Ching Building
19.	Lecture Theatre CBC, LG1/F Chow Yei Ching Building Counter Area
20.	P2-P4 Chong Yuet Ming Building Counter Area
21.	Yuet Ming Fountain
22.	Area Outside T1 Meng Wah Complex
23.	Area Outside T2 Meng Wah Complex
24.	Area Outside T4-T7 Meng Wah Complex
25.	Area Outside Hui Pun Hing Lecture Hall Library Extension Foyer
26.	MB218 Main Building Counter Area
27.	MB217 Main Building Counter Area
28.	MBG07 Main Building Counter Area
29.	Main Building Plaza