General Regulations for Reservation of Shaw College Staff Association (SCSA) Common Room for Private or Departmental Functions

Eligibility:

Shaw College Staff Association (SCSA) Common Room is intended primarily for members of the Association to hold staff functions. In addition to Shaw College (hereinafter, the College) and the Association, other colleges, departments/units of CUHK may book the venue through members of SCSA.

Priority:

All bookings will be processed on a first-come first-served basis. Priority will be given to booking from the College or the Association.

Charges:

Charges is HK$50 per hour (Minimum hours per booking is 3), except booking made by the College and the Association. Booking hours are Monday to Saturday 9:00 am to 9:00 pm and Sunday 2:00 pm to 9:00 pm.

Procedures:

1. Availability of the Common Room can be checked with Ms Chan at 3943 7356.
2. Bookings can be made by telephone, followed by a formal booking form to be sent to the College Office (Fax: 2603 5427) or by email kannachan@cuhk.edu.hk.
3. All bookings will be confirmed within 7 days upon receipt of the booking request.
4. Booking to be cancelled less than 72 hours' notice will not be refunded.
5. Users should abide by rules stated in the booking form.

Regulation and responsibility:

1. Catering service at the Common Room is exclusively provided by caterer of Shaw College.
2. Guest cards providing door access to non-members are available for HK$200 refundable deposit per card.
3. Members shall accompany their guests at all times during the function.
4. Members shall be held responsible for any damage to or loss of equipment, guest cards, furniture, and/or fixtures, and/or a cleaning fee if extra cleaning is required. All these will be charged to the member(s)/ department(s) concerned accordingly.
5. No decoration at the venue is allowed without prior approval from the College. In case of damage or loss, repair and replacement will be charged to the member(s)/ department(s) concerned.