The Chinese University of Hong Kong
Shaw College

Multi-purpose Activity Rooms
Guidelines and Regulations of Hire

A. Application

1. Applications should be made through the prescribed application form to be sent to the College or through online booking system at least 5 working days in advance.

2. The College reserves the right to impose such conditions as it considers appropriate, and to refuse, in its absolute discretion any such applications.

3. For enquiries and application, please ring 3943 7355 / 3943 7363 or visit the College homepage: http://www.cuhk.edu.hk/shaw

B. Activity Room Information and Equipment

	Wen Lan Tang LG201	Wen Lan Tang LG502	Wen Lan Tang LG601
Opening Hours	Monday to Friday: 9:00 a.m. to 9:30 p.m. Saturday: 9:00 a.m. to 6:00 p.m. Sunday & Public Holiday: Closed		
No. of Seat	30	80	10
Equipment	--	• Projector and Projector • Screen • Wireless Microphone (Max:2 units)	--

C. Hire Charge*

	Activities funded by non-Government departments and agencies (Note 3)			Activities funded by Government departments and agencies (Note 3)
	Profit-making organizations	Non-profit organizations	Solely organized by CHUK	Solely organized by CUHK or co-organized with other organizations
	(Per Session-2 Hours)			
Wen Lan Tang LG 201#	825	610	280	No Charge
Wen Lan Tang LG 502	1,165	875	395	
Wen Lan Tang LG 601	550	410	185	

*According to university approved of Lecture / Seminar Rooms.
Environmental surcharge will be levied ($4,000 for first 3 hours and $1,000/hour thereafter) for usage on Sundays or Public Holidays of Classrooms/lecture theatres on Sunday or Public Holidays in building with central air-conditioning other than YIA, wherever applicable.

Note: 1) A Deposit HK$ 200 fare should be payable for non-dining bookings. For booking with dining elements, deposit will be HK$ 500 per booking. Deposit will be returned interest freely after presenting the receipt to the College staff at the Information Counter of Wen Lan Tang 5 working day after the event. The College will leave the deposit and the hirer will not be allowed to hire the Centre within one year if the hirer violates the regulations.

2) Payment for booking should be made to the College with a crossed cheque payable to The Chinese University of Hong Kong or Cash.

3) Classifications of hirers

Activities funded by Government departments and agencies (including UGC)
Referring to activities supported by UGC funds e.g. Block Grants, RGC grants, other Government departments and agencies, etc.

Activities funded by non-Government departments and agencies
Referring to activities supported by non-UGC funds e.g. private funds, self-financed programmes, non-RGC grants, etc.

D. Regulations

1. Prior booking is required. No walk-in users are allowed.

2. The hirer should return the venue on time and no deposit will be refunded if the activity room is used over-time.

3. The hirer is responsible for turning off the lights, air-conditioners and locking the room before leaving.

4. No smoking is allowed.

5. No cooking is allowed.

6. The hirer should leave the venue clean, collect and dispose all the garbage to the bin at bus stop or the refuse station (opposite to Kuo Mou Hall).

7. The hirer shall not alter the furniture arrangement in the venue and shall leave the venue in a clean and tidy condition after hire.

8. The hirer is responsible for the safety and personal belongings of its participants. The College is not liable for any personal injury or loss during the period of hire.

9. The hirer is responsible for paying the College on demand the cost of reinstating or replacing any part of or any property in the activity rooms which is damaged, destroyed, stolen or removed during the period of hire.

10. No decoration is allowed without the prior consent of the College in writing.

11. The College may at its discretion prohibit the admission of any person or at any time order any person out of the activity rooms if such person contravenes the terms and conditions of hire.

12. The College reserves the rights to amend the above regulations

Shaw College

July 2026