**The Chinese University of Hong Kong**
**Shaw College**

Fu Zung Centre
Guidelines and Regulations of Hire

## A. Application

1. Applications for the use of Fu Zung Centre shall be made through the completion of a prescribed application form to be sent to the College 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 and without giving any reasons, any such applications.

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

## B. Activity Room Information and Equipment

| | Fu Zung Centre | |
|---|---|---|
| Opening Hours | Monday to Friday:<br>Saturday:<br>Sunday & Public Holiday: | 9:00 a.m. to 10:00 p.m.<br>9:00 a.m. to 6:00 p.m.<br>Closed |
| No. of Seat | 120 | |
| Equipment | Wired Microphone (Max: 1 unit) | |

## C. Hire Charges

| | Activities funded by non-Government departments and agencies (Note 4) | | | Activities funded by Government departments and agencies (Note 4) |
|---|---|---|---|---|
| | Profit-making organizations | Non-profit organizations | Solely organized by CUHK | Solely organized by CUHK or co-organized with other organizations |
| Base charge per TWO hours*<br>(A basic sound system is provided for hirer) | 1,795 | 1,345 | 600 | No Charge |

*According to university approved of Lecture Halls.

Note: 1) A Deposit HK$ 500 fare should be payable for non-dining bookings. For booking with dining elements, deposit will be HK$ 800 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) Reduction/Waiver of charges shall be decided by the College according to the following criteria: a) nature of the function, b) financial standing of the hirer, and c) other relevant conditions deemed necessary.

4) 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