The Chinese University of Hong Kong
Shaw College

Classrooms in Wen Lan Tang
Guidelines and Regulations of Hire

A. Application

1. Internal hirers please inquire Registration & Examinations Section at 3943 8966 / 3943 8967.

2. External hirers should be made through the prescribed application form to be sent to the College at least 5 working days in advance.

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

4. For enquiries and application forms, please contact 3943 7361.

B. Classroom Information and Equipment

	Wen Lan Tang LG204#
Opening Hours	Monday to Friday : 09:00 to 21:15 Saturday : 09:00 to 18:15 Sunday and Public Holiday: Closed
No. of Seat	80
A/V equipment	➢ Computer ➢ Projection Screen ➢ LCD Projector ➢ Visualizer ➢ DVD Player ➢ Wired microphone ➢ Wireless microphone ➢ Clip microphone (*Please refer to Audio Visual Services Unit for details of the above equipment: http://www.avsu.cuhk.edu.hk*) ➢ Campus Network Connection (Classnet) (*Please refer to ITSC：http://www.cuhk.edu.hk/itsc/network/classnet*)

#For energy conservation, bookings that fall on Sundays or Public Holidays should be confined to Yasumoto International Academic Park (YIA). Environmental surcharge will be levied ($4,000 for first 3 hours and $1,000/hour thereafter) for usage of classrooms/lecture theatres on Sundays or Public Holidays in buildings with central air-conditioning other than YIA, wherever applicable.

C. Hire Charges

	Activities funded by non-Government departments			Activities funded by Government departments and agencies
	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*	1,165	875	395	No Charge

*According to university approved of Lecture/ Seminar Rooms.

D. Regulations

1. Users should refer to the information on classroom booking under RES's website.

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

3. Classrooms will be opened 10 minutes prior to the time booked.

4. The hirer is responsible for opening and locking the A/V equipment cabinet, please obtains the password for the digital lock at 3943 7355 before the time booked.

5. The hirer is responsible for the setting up of A/V equipment in the classrooms. For enquiries, please call the emergency hot-line of the Audio Visual Services Unite at 3743 6060.

6. The hirer is responsible for turning off the lights, air-conditioner, all A/V equipment and locking the room before leaving.

7. No eating, drinking and smoking is allowed.

8. The hirer should not alter the furniture arrangement in the classrooms and should leave the classroom clean and tidy.

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 classrooms which is damaged, destroyed, stolen or removed during the period of hire.

10. The hirer is responsible for the safety and personal belongings of the users of the room in question. The College is not liable for any personal injury or loss during the period of hire.

11. The College may at its discretion prohibit the admission of any person or order any person out of the classroom 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