

Regulations Governing Staying On Campus Beyond Campus Opening Hours

The University campus is normally open from 07:00 – 23:00 hours daily. All visitors are required to leave the University campus before / by the closing hours. Staff, students and visitors who need to stay on campus after the closing hours are required to obtain approval from the Dean of the host School (Dean) or the Head of the host Department (HoD) and send the application to Facilities Management Office (FMO). Students' Union activities shall obtain approval from the Director of Student Development Services. Details are as follows:

1. All applications for staying on campus beyond campus opening hours are required to be approved by the Dean / HoD. The "Application to Stay on Campus beyond Campus Opening Hours" shall be forwarded to the Campus Management Section (CMS) of FMO at least 24 hours before the scheduled event. In case of urgency, Dean / HoD / DSD may send the form to Security Counter at R4051, Bank of China (Hong Kong) Complex before 20:00 hours for arrangement of lighting and air-conditioning;
2. Applicants can send the signed "Application to Stay on Campus beyond Campus Opening Hours" in person to the Security Counter at R4051, Bank of China (Hong Kong) Complex, or fax at 3442 0329 or email to fmcms@cityu.edu.hk;
3. Any persons (including staff, students and visitors) who are approved to stay on campus beyond campus opening hours shall maintain the venue clean and tidy and shall not cause any disruptions, hazards or nuisance to other users;
4. The activities to be carried out shall be appropriate to the University and shall not pose any potential hazards to the University community. Applicants shall ensure all the activities are conducted in a safe and orderly manner and the activities conducted shall be in line with the designated usage of the venue;
5. Works including painting, spraying, handcrafting, metal work and wood work are strictly prohibited in any part of the campus, except otherwise stated by the University;
6. Smoking, cooking, sleeping, consumption of alcoholic drinks, gambling and betting in any form, and any violations of the Laws of Hong Kong are strictly forbidden;
7. Staff, students and visitors shall not use the teaching audio-visual (AV) equipment and computer inside the venue unless prior approval has been obtained from the Dean / HoD;
8. For safety and insurance purposes, all visitors staying on campus beyond campus opening hours shall be accompanied by at least a staff member or a designated student (preferably a post-graduate student) during his / her stay at all times. In the event that the visitor requests to stay in a laboratory, the said staff member(s) and student(s) are required to notify the Security Counter via the 24-hour Security Hotline at 3442 8888 in advance;

9. For applications to stay beyond campus opening hours in the School of Creative Media (SCM) studios / laboratories at the Run Run Shaw Creative Media Centre (CMC), in addition to the approval from the Dean of SCM, applicants are required to seek the endorsement from the Department Scientific Officer of SCM (3442 2359) or his / her delegate for use of the equipment there;
10. The University is not liable for any loss of personal property in the area where users stay / have stayed beyond campus opening hours;
11. FMO reserves the right to reject any applications or to impose extra conditions for applicants to comply; and
12. FMO is obliged to check the venues in the small hours to ensure that the safety rules are observed and verify the number of persons staying on campus. FMO reserves the right to invite staff, students and / or visitors to leave the University campus during their stay due to misbehaviors and / or non-compliance to any part of these regulations. The misbehavior may also be reported to the authorities concerned for appropriate disciplinary action.

Application to Stay on Campus beyond Campus Opening Hours+

To : Campus Management Section (CMS) of FMO (email : fmcms@cityu.edu.hk / fax : 3442 0329 / Security Counter at R4051, BOC)

[illegible]

Note : * after 11:00 pm * the maximum period is one month from the date approved by Dean / HoD / DSD

Endorsed by : _____ (Signature)
 Supervisor / Principal Investigator (Name : _____) School / Department _____ Date _____

Approved by :	(Signature)		
	Dean / HoD or delegate# / DSD (Name:)	School / Department	Date
	# Associate Dean / Associate Head		

For staying beyond campus opening hours in the School of Creative Media (SCM) studios / laboratories at the Run Run Shaw Creative Media Centre (CMC)

Endorsed by	:		(Signature)	School of Creative Media	
		Department Scientific Officer or delegate (Name :)		Date

Late stay in laboratories and application for Personal Alarm system

- 1) Submit the approved “Application to Stay on Campus beyond Campus Opening Hours” to Campus Management Section (CMS) of FMO (email : fmcms@cityu.edu.hk / fax : 3442 0329 / Security Counter at R4051, BOC);
- 2) Submit a scanned hardcopy to MSE lab office in person (office B2610);
- 3) Apply a Personal Alarm System in MSE labs and inform the security office of FMO (ext 8888) latest by 5:00 pm on your applied working day.

Application of Personal Alarm System:

To : MSE lab office

Name of Applicant	Staff / Student Number	Title (e.g. RA, RS etc.)	Contact Telephone Number	Work Venue or Room Number	Date or Period of Staying*

Approved by : _____ (Signature) _____ MSE _____
Supervisor / Principal Investigator (Name : _____) School / Department Date