Multimedia Studio - Rules and Regulations

Eligible Users:

The students, staff, tutors, affiliated teachers of Lee Woo Sing College and members of Lee Woo Sing College Staff Club are eligible to book the Multimedia Studio by making reservation. Guests are accepted only if they are accompanied by the eligible users who have successfully booked the venue.

Opening hours / Sessions:

1. The opening hour of the multimedia studio: 09:00 – 24:00 with the following sessions:
   - Session 1: 09:00 – 12:00
   - Session 2: 12:00 – 15:00
   - Session 3: 15:00 – 18:00
   - Session 4: 18:00 – 21:00
   - Session 5: 21:00 – 24:00
2. Each user can only book 2 sessions at maximum each day.
3. Group users (College Student Union and associations, College teams and students video production group) can reserve the studio in advance. Priority will be offered to group users if more than one reservations are made on the same session.

Capacity:

Individual Users: 2 people at maximum per session
Group Users: 5 people at maximum per session

Charge:

Free of Charge

Procedure on Studio Booking and Check-in / -out:

1. Qualified users should arrive at lobby counter and reserve the studio. However, group users can register through CUWebform in advance:
   https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=5656216
2. All users MUST arrive at lobby counter and present their WS Access+ Cards to proceed registration / check-in procedures. The College staff-on-duty then hold the WS Access+ Cards and escort users to the studio.
3. Check the equipment list to ensure that everything is in good condition before the session starts.
4. When leaving the studio, contact the staff-on-duty at 3943 4703 for equipment checking.
5. All users and guests MUST leave the venue on time. If extension of reservation is needed, notify the staff before the session ends.
6. The College reserve the right to disapprove a booking, to remove and dispose of any material, or to stop any activities that do not comply with conditions of uses without notice. The College may record users' information for possible disciplinary actions.

Conditions of Use:

1. Please keep the room clean and tidy.
2. No food or drinks are allowed.
3. Please do not open the window.
4. Please take off the shoes and put the shoes on the shoe rack when entering to the grey area.
5. Please keep the equipment and the devices in a good condition.
6. No personal device is allowed to be connected to the TV or the DVD player.
7. No pornographic video is allowed.
8. Please keep the volume of the TV as low as possible.
9. Please remember to save your work to your own USB drive before you leave the room. The files will automatically remove after you turn the computer off.
10. Please power off the equipment and switch off the lights and the air-conditioner when leaving the room.
11. Please report any damage to the staff immediately. Users are responsible for replacing any loss or damage to the venue including equipment, machine, furniture and fixture.
12. Please reinstate the facilities to its original condition immediately after use. The College may forfeit the deposit should the users failed to keep the venue tidy after use.
13. No decorations are allowed to stick onto the walls, ceilings, windows or the equipment.
14. Users are reminded to take good care of their own safety and belongings. The College bears no responsibilities or liabilities for any loss of personal belongings.

Contact and Support:

College Reception (Lobby Counter)   3943 4703

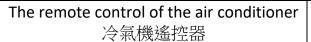Technical Support   Mr. HO Kin-ho
                                      (tel: 3943 1398, email: khho@cuhk.edu.hk)

Equipment Checklist

User should check the below equipment before entering and leaving the Multimedia Studio.

The remote control of the air conditioner 冷氣機遙控器	The TV and DVD player 電視機與 DVD 機
The remote control of the television 電視機遙控器	The whole set of the Apple computer 蘋果 iMac 電腦
The remote control of the DVD player DVD 機遙控器	