

**The Chinese University of Hong Kong**  
**Application for the Use of Cho Yiu Conference Hall (CYH)**

**Regulations for the Use of CYH**

1. Cho Yiu Conference Hall (CYH) is located on the ground floor of the University Administration Building. It has a seating capacity of 162 and is equipped with a full range of AV equipment, including provision for simultaneous interpretation.
2. **Priorities** will be given to holding meetings of the Council and Council Committees, Senate and Senate Committees, Administrative and Planning Committee, Graduate Council, Undergraduate Examinations Board as well as bookings by the Vice-Chancellor's Office.
3. CYH can also be booked **on charge basis** (see attached) for holding conferences / seminars / functions (with a minimum of 30 full participants) which are organized or sponsored by one or more University units. The use of CYH for each conference/seminar shall be limited only to its **opening and closing ceremonies**.
4. Application for the use of CYH shall be made through the completion of a prescribed Application Form (see below) to be sent to the Central Administration Support Service (Basement, University Administration Building, or Fax #2603-5544) at least one month in advance.
5. When CYH is needed urgently for a function as determined by the Vice-Chancellor's Office and no alternative venue is available, the party that has originally booked CYH for a function will be requested to change to a comparable venue. In principle, the University meetings/functions shall have priority over the other users who book the Hall for other functions on charge basis.
6. For enquiries, please call 3943-7276 or fax to 2603-5544.

**Application Form**

1. **Date and time of use**

*(Note: Use of the Hall for a conference or seminar shall be limited only to its opening and closing ceremonies.)*

<u>Date</u>	( )	from	<u>Time</u>	am/pm	to	am/pm
.....	( )	from	.....	am/pm	to	.....
.....	( )	from	.....	am/pm	to	.....

2. **Name of event:** .....

3. **Nature of event:** .....

4. **Organizing/Sponsoring CU Unit(s):** .....

Responsible CU staff:      Name .....

Dept/Post .....

5. **Co-sponsoring non-CU unit(s)** (if applicable): .....

6. **Number of full participants** *(Note: Minimum of 30 full participants is required.):* .....

7. **Services/equipment required (Please ✓ as appropriate and refer to overleaf for fee details):**

Tea/Coffee Service	Plain tea (provide to centre ring seats only)	Tea/coffee at the Foyer	Tea/coffee with cookies at the Foyer
	Other requirements (please state: )		
AV equipment *	Sound System Only	Laser Pointer	Wireless Microphone
	Audio Recording System	Audio Playback System	Desktop Computer with Podium
	Visual Presenter	Projection System	Simultaneous Interpretation System
	Other requirements (please state: )		
Others	Display of Banner #		

\* Please contact AVSU (ext. 36059) for setup arrangements and charges.

# Please contact EMO (ext. 36666) for banner display and charges.

8. **Account code for the related operation charge for this booking, if booking is accepted:**

Company Code									
Cost Ctr/Project/ Business Area Code									
Account Code									

Name of Applicant: ..... Department/Post: .....

Contact Tel: ..... Fax: ..... Date: .....

**For office use only**

Date application received: .....

Application:     accepted ..... Confirmation and follow-up checklist sent on: .....

not accepted ..... Applicant informed on: .....

## Operation Charges for the Use of Cho Yiu Conference Hall

*(effective from 1 July 2020)*

### **A. Basic Charge:**

- |  |                      |
|--|----------------------|
| 1. Set-up service and the use of basic sound system ( <i>per day</i> ) | : \$580 <sup>a</sup> |
| 2. General maintenance of the Hall ( <i>per day</i> )                  | : \$690              |
| 3. Electricity ( <i>per 2- hour</i> )                                  | : \$345              |
| 4. Stand-by technician ( <i>per person/hour</i> ) <sup>b</sup>         | : \$410 <sup>a</sup> |
- [Stand-by technician is mandatory for all sessions when basic sound system is used.]*

### **B. Use of AV Equipment in Addition to Sound System** (*per 3-hour session*):

- |  |                     |
|--|---------------------|
| 5. Laser Pointer (per unit)            | : \$30 <sup>a</sup> |
| 6. Wireless Microphone (per unit)      | : \$55 <sup>a</sup> |
| 7. Audio Recording System              | : \$260             |
| 8. Audio Playback System               | : \$260             |
| 9. Desktop Computer with Podium        | : \$370             |
| 10. Visual Presenter                   | : \$370             |
| 11. Projection System                  | : \$560             |
| 12. Simultaneous Interpretation System | : \$1,820           |

### **C. Provision of Tea/Coffee**<sup>b</sup>:

- |  |   |
|--|---|
| 13. Plain tea (for centre rings only)    | : - Min of \$300 for ≤ 50 persons<br>- Additional \$6 per head for over 50 persons    |
| 14. Tea/coffee at the Foyer              | : - Min of \$700 for ≤ 50 persons<br>- Additional \$14 per head for over 50 persons   |
| 15. Tea/coffee with cookies at the Foyer | : - Min of \$1,100 for ≤ 50 persons<br>- Additional \$22 per head for over 50 persons |
| 16. Other provisions                     | : To be negotiated  |

### **Remarks:**

<sup>a</sup> Billing of these charges are to be handled by AVSU, and other items by CASS.

<sup>b</sup> Off-hour service will be charged in accordance with the University established policy. Related details are to be finalized and submitted to the Finance Office on/before 15<sup>th</sup> day of the following month for processing overtime allowance.

-charges are rounded to the nearest \$5 for items costing of more than HK\$100

### **Arrangements in case of rainstorm or typhoon:**

CUHK being a caring employer giving priority to the safety of its staff, appointees are normally not required to report for duty if the black rainstorm warning signal or local storm warning signal no. 8 or above is issued before working hours. If under very special circumstances that the user department still decides to continue to hold the meeting as booked, it can contact the Security Unit (3943 7999) for access to CYH, and call the emergency contacts of AVSU (3943 6059) and CASS (3943 7276) for tea service with the understanding that while AVSU and CASS colleagues will try their best to support the function, they can only arrive at the venue as soon as feasible/practicable and safe.