The Chinese University of Hong Kong
Department of Sociology
Regulations for Loan of Conference Room (SB422)

1. Seating capacity: around 60 (inner circle with tables: 30; outer circle without tables: 30)
2. This room should ONLY be used for official meetings, seminars or conferences, etc. hosted by departments/units of the University, but not for classes or personal functions.
3. Each unit/department is only allowed to hold booking to a maximum of three 3-hour sessions regardless of length of period. Conferences last for a few days may be negotiable.
4. Booking is accepted within 2 months. Booking for international conferences is accepted within 6 months.
5. The Department of Sociology will reserve priority of right to use this room. Other units should ring to confirm booking around 2 weeks before the schedule.
6. Users are responsible for any damage or loss of furniture, equipments or settings of the room.
7. Users should keep the room in good and tidy condition. Furniture and equipments should be returned to the original setting after use.
8. In case of need to post notices or posters, users should first seek advice from the staff of Sociology General Office.
9. In case of cancellation, users should notify the Sociology General Office latest on the working day before the booking. For instance, booking on Monday, cancellation should latest be made on Friday.
10. Booking or enquiries: 3943-6604

Charge (a minimal charge to support maintenance of equipments and settings):
- $150 per a 3-hour session
- an hourly charge of $50 over 3 hours of usage; a minimum of $50 will be charged for over time for less than one hour
- Completed internal transfer form to be submitted when collecting keys for the room

List of equipment: LCD projector, DVD player, 1 set of wired mic and 1 set of wireless mic

Note: No technical support/manpower will be provided. No stationery or tea will be served. Users should be prepared to have their own technical or support staff stand by, if needed.