Multimedia Studio - Rules and Regulations

Eligible Users:

The students, staff, tutors, affiliated teachers from Lee Woo Sing College and members of College Staff Club are eligible to book the Multimedia Studio. Guests are not allowed to access the hostel area.

Opening hours / Sessions:

Daily from 9:00am – 11:00pm. Users are requested to leave after each hour if there is a reservation followed by the current session.

Capacity:

Individual Users: 4 people at maximum per session

Charge:

Free of Charge

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

1. Authorized users MUST arrive at lobby counter in person to reserve the studio.
2. All users MUST 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

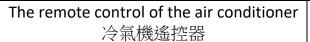Technical Support   Mr. HO Kin-ho
                                                   (tel: 3943 1398, email: khho@cuhk.edu.hk)

KH Ho/20210928

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	