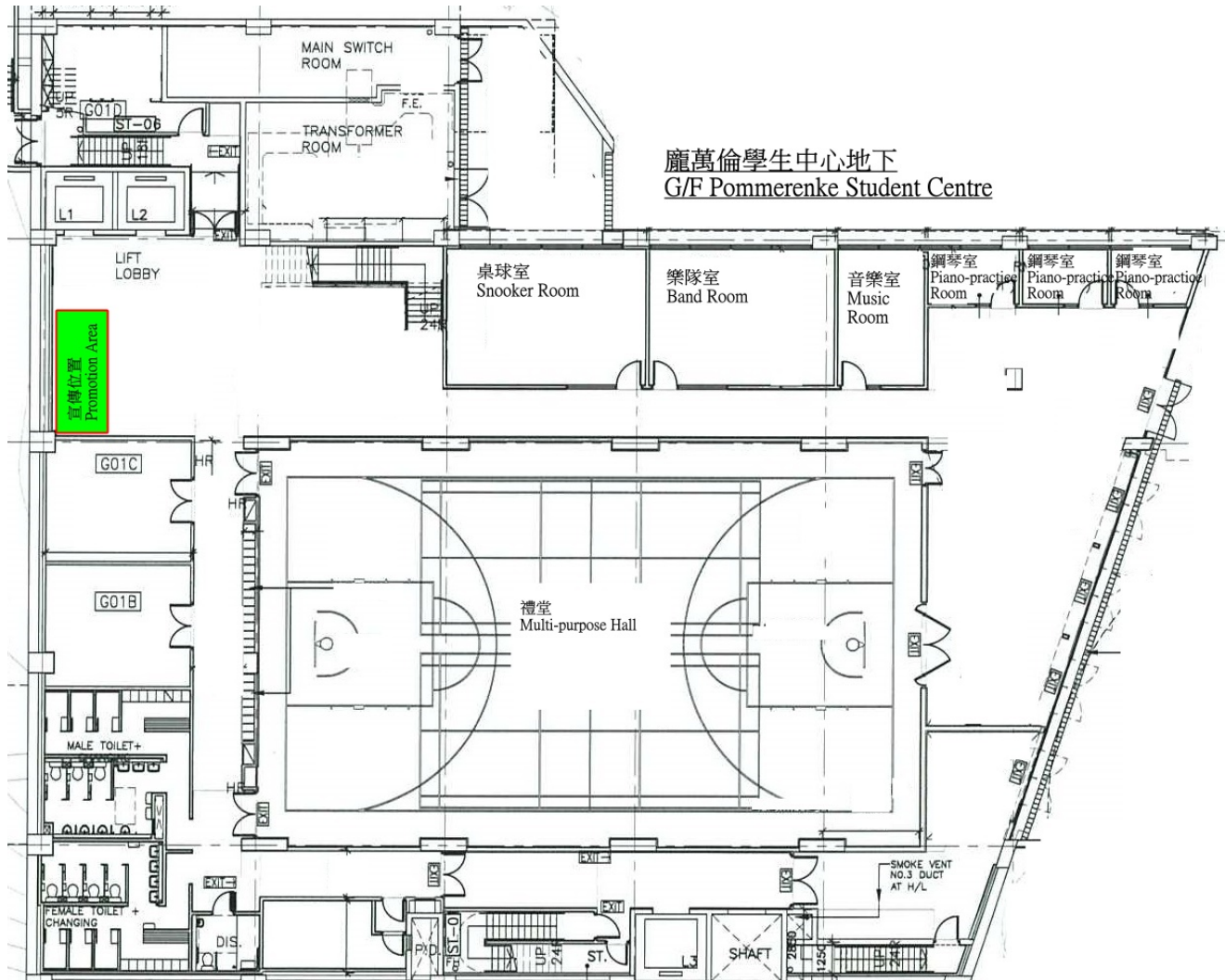


龐萬倫學生中心地下大堂宣傳位置使用規則

User Guidelines of G/F Promotion Area at Pommerenke Student Centre

基本資料 Basic Information

1. 地下大堂宣傳位置位於龐萬倫學生中心地下（見下圖），面積約為5米乘2米。
The G/F Promotion Area is located on G/F, Pommerenke Student Centre (see floor plan below).
The dimension of the area is about 5m x 2m.



2. 地下大堂宣傳位置只供團體借用，借用單位可自行在學生事務處網上借用服務系統辦理借用手續。
The G/F Promotion Area are open for group reservations only. Eligible users could make reservation via **OSA Online Facilities Booking System**.
3. 地下大堂宣傳位置可於使用前六個月申請借用。
The G/F Promotion Area could be reserved up to six months in advance.

借用規則 **Reservation Rules and Regulations**

1. 宣傳位置借用期限以每月計算，一般為連續七天。
Reservation of the promotion area lasts for a maximum of 7 consecutive days within a month.
2. 宣傳位置不得續借。
Reservation of the promotion area could **NOT** be renewed.
3. 所有借出之宣傳位置，不得轉借予其他團體。
Transferal of reservation is **NOT** allowed.
4. 不得在宣傳位置進行任何形式擺賣。
NO sales activity is allowed at the promotion area.
5. 不可飲食，以免弄污場地。
Eating and drinking is prohibited in order to keep the venue clean.
6. 牆壁上不得懸掛橫額或宣傳品。
Please do **NOT** hang any banners and publicity materials on the walls at the venue.
7. 除上述指定之位置外，龐萬倫學生中心其他位置均不可擺放宣傳攤位，以避免阻塞通道。此外，不可使用錄音機或擴音器宣傳。
To avoid obstructing the pavement at Pommerenke Student Centre, promotion booth is prohibited at the communal area except the designated location. Besides, tape recorders or loud speakers are not allowed.
8. 有關宣傳物品，包括檯飾及佈告板等，須於借用期內自行張貼、擺放及移除。本處有權清拆及丟棄違例放置於場內的一切物品。
Please use and remove the promotional materials, including posters, poster boards and table stands within the booking period. Office of Student Affairs reserves the right to clear and discard any unauthorized material placed in the promotion areas.
9. 宣傳物品之內容，包括檯飾、橫額及佈告板等，不能涉及商業宣傳。
No commercial promotion is allowed in the posters, banner and table stands.
10. 如需取消已借用之宣傳位置，請盡快自行在學生事務處網上借用服務系統進行手續。
If a reservation is no longer required, users must cancel the booking via OSA Online Facilities Booking System as soon as possible.
11. 學生團體如要申請借用宣傳位置舉辦任何非牟利／慈善售賣活動，須先徵得學生事務處或書院同意。
Student associations should seek approvals / endorsements of Office of Student Affairs or Colleges before submitting any applications for organizing not-for-profit / charity sale activities at the promotion area.

注意事項 **Notes**

1. 借用人士／單位必須嚴格遵守本使用規則及龐萬倫學生中心的其他規則。若有違反，學生事務處有權停止其使用權利，最長可達六個月。
All users must abide by the rules and regulations set out for the promotion area as well as other policies set for the Pommerenke Student Centre. Office of Student Affairs reserves the right to debar users who fail to observe the aforesaid regulations from booking and using the venue for up to six months.

2. 所有宣傳位置，不收取任何費用及按金。
All reservations are free of charge and no deposit is required.
3. 遇有宣傳品遺失或損壞，本處恕不負責。
Office of Student Affairs should **NOT** be held responsible for any damages and loss of promotion materials.
4. 學生事務處有權隨時因應情況對上述規則及事項作出修訂。
Office of Student Affairs reserves the right to amend the above rules and regulations without prior notice.
5. 倘中文版本與英文翻譯本有任何歧異或不一致，概以中文版本為準。
The Chinese version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.