

Rules and Regulations for the Use of The Inspiring – 啟迪廊

Preamble

1. The Inspiring – 啟迪廊 (the Venue) is a venue to foster student growth and development. Through promoting interaction and the cultivation of innovative ideas, and through facilitating the organisation of meaningful educational events/ activities that foster student growth, the Venue brings to the students a transformational and empowering educational experience, contributes to nurturing the iGPS attributes of HSUHK students, and supports student engagement.
2. The flexible and supportive co-working and interaction spaces are designed for students to drop in, meet and mingle, and conduct informal discussion when the spaces are not booked for holding educational events/ activities.
3. The Learning Rooms (Room 1 & Room 2) are suitable for small group meetings, offering coaching and advisory activities, and promoting student interaction and learning.

Opening Hours

4. Opening Hours:

Monday to Friday:

10:00 am – 9:30 pm

Saturday: 10:00 am – 2:00 pm

Sunday and Public Holidays: Closed

The Venue will be opened for all campus users when it is not reserved for events/ activities.

(The Venue will be closed on Sunday and public holidays. For special opening hours on festival days, please refer to the SAO website/ eCampus announcement.)

Eligible Users

5. All members of The Hang Seng University of Hong Kong (HSUHK) are eligible to access the Venue by presenting their student ID card or staff card. External users are permitted to enter the Venue as guests for specific events or activities, provided they are invited by HSUHK student organisations or the University departments and offices.

Booking Procedures

6. All bookings should be made through the HSUHK online room booking system (Home> Sports and Amenities Facilities > The Inspiring).

7. For booking “The Inspiring Full Venue”, users can submit the booking up to 4 months prior to the event day. Bookings made in less than 14 calendar days before the event day will not be entertained.
8. For Learning Room 1 and 2, students and staff members shall make the reservations 5 calendar days before the event. The duration of each reservation is capped at two hours per day.

Room Type	Maximum Capacity	Reservation
Learning Room 1	4	Individual student/staff or Student organisations/University departments/offices
Learning Room 2	4	Individual student/staff or Student organisations/University departments/offices
Full Venue (Including Learning Room 1 & 2)	60 (Seminar Setting) 32 (Workshop Setting)	Student organisations or University units/offices

Claim the Venue

9. Users must check-in with the Student Identity Card/ Staff Card at the Inspiring counter within the first 30 minutes of the reserved time slots. Otherwise, the bookings will be cancelled automatically without further notice, and the reserved venues will be made available to other users.

Room Type	Deadline for Claiming the Venue	Remarks
Learning Room 1	Depends on the booking timeslots	For example, if the booking time slot is 11:00 am – 12:00 pm, user must claim the venue by 11:30 am at the latest.
Learning Room 2		
The Inspiring Full Venue	10:30 am	Since the entire venue will be reserved for the user from 10:00 am to 9:30 pm (Mon – Fri); 10:00 am – 2:00 pm (Sat), user must claim the venue by 10:30 am at the latest.

General Rules

10. Occupancy of seats by personal belongings is not allowed. Staff of the Venue and the University security reserve the right to remove any unattended items without prior

notice. The University will not be responsible for any loss and damage of personal property.

11. Transfer of bookings and subletting of venues are not allowed. Applicants should check-in for the reserved venues in person.
12. Users should keep the venue clean and reinstate the facility properly to its original condition after the event.
13. All equipment or items at the Venue should be used only within the premises.
14. Any damage/ malfunction of furniture, equipment or fixtures should be reported to the staff of the Venue immediately. Users are liable for the cost of repair and/or replacement caused by misuse or negligence.
15. All areas should be vacated at least 15 minutes prior to the closure of premises.
16. In case of adverse weather, the management may exercise discretion to close the venue when, in its opinion, the facilities are unsuitable for use, from a safety or operational point of view. The Venue will be closed within 30 minutes after a Pre-No.8 Special Announcement is issued.
17. Staff of the Venue and University security reserve the right to enter the Venue at all times to ensure compliance with rules and regulations by the applicants and users.
18. The University reserves the right to terminate the events/ activities if any rule or regulation has been found to be breached.

Venue & IT Set-up

19. No venue set-up services will be provided. Users must revert the venue set-up on the event day. This includes returning the furniture to their original positions, as well as removing any decorations, backdrops and materials.
20. Except for the furniture provided at the Venue (Annex 1), any extra furniture is required for the activity/ event, please seek assistance and approval from CDMO.
21. For any request on extra IT equipment that is not provided at the Venue, please seek assistance and approval from ITSC.

Conduct of Users

22. The rights of other users should be respected.
23. Noise should be kept at an acceptable level that does not cause nuisance to other users.
24. Users are expected to observe the rules and regulations. Any misconduct is subject to disciplinary action in accordance with "Student Discipline" and "Behavioural Conduct" stated in the Academic and may lead to cancellation/ suspension of bookings.

Food and Drink Policy








25. Food and drinks (except water) are strictly prohibited in the Venue.
26. Users should keep the Venue clean and dispose of any litter properly.

Others

27. The SAO reserves the right to make changes to the Rules and Regulations without prior notice.

Prepared by SAO (Sep 2024)

Annex 1: Material List of The Inspiring (as of Aug 2024)

Furniture		
<p>檯 Wheeled Desk : 16 pc</p> 	<p>高檯 (固定) : 1 pc Fixed Standing Desk</p> 	<p>圓檯 (固定) : 2 pc Fixed Round Table</p> 
<p>電腦椅: 60 pc Computer Chairs</p> 	<p>高椅: 5 pc Bar Stool</p> 	<p>小型摺檯: 4 pc Foldable Mini Table</p> 
<p>可折疊迷你梳化: 3 pc Foldable Mini Sofa</p> 		

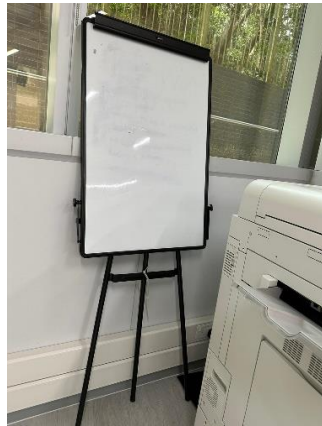
IT equipment		
<p data-bbox="279 297 580 365">電腦屏幕 (固定): 1 pc Computer Monitor (Fixed)</p> 	<p data-bbox="703 293 904 360">鍵盤 (固定): 1 pc Keyboard (Fixed)</p> 	<p data-bbox="1070 293 1272 360">滑鼠 (固定): 1 pc Mouse (Fixed)</p> 
<p data-bbox="308 880 550 947">音響 (固定): 1 pc Audio System (Fixed)</p> 	<p data-bbox="707 887 901 954">投影機 (固定) Projector (Fixed)</p> 	<p data-bbox="1023 887 1319 954">投影機遙控: 2 pc Projector Remote Control</p> 
<p data-bbox="312 1514 545 1581">無線手握話筒: 2 pc Wireless Mic</p> 	<p data-bbox="679 1514 928 1581">影印機 (固定): 1 pc Copy Machine (Fixed)</p> 	

Others

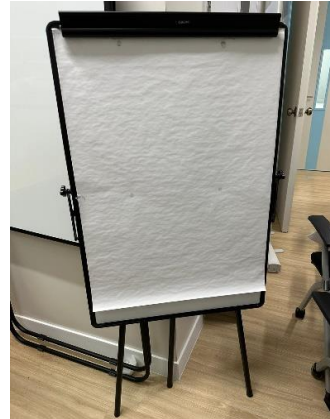
白板(大-有滑輪): 2 pc
Wheeled White Board



白板(小-無滑輪): 2 pc
Tripod Dry-Erase Whiteboard



掛紙板: 1 pc
Tripod Flip Chart Board



白板筆: 3 pc
Dry-Erase Marker



白板擦: 3 pc
Whiteboard Eraser

