

Hong Kong Baptist University
Office of Student Affairs
iCafe Activities Room

Guidelines and Rules

1. The iCafe Activities Room is open for all-UGC funded activities organized by University Offices and Departments, for the following timeslots –

Monday – Friday 09:00 – 20:00

Saturday 09:00 – 12:00

2. Bookings are made on a first-come-first-served basis. Users can contact Career Centre's Hotline (ext. 7440) for enquiry of availability. If available, users can fill in a booking form and submit it to Career Centre either by fax (3411 8042) or via email (bucareer@hkbu.edu.hk). Career Centre will then return a final confirmation via fax or email. **The booking should not be regarded as completed unless after receipt of the official confirmation from Career Centre.**
3. Reservations shall be made at least 1 week, but **not more than 3 months**, in advance of the use for the room.
4. If the function is initiated by outside organizations and sponsored by a/an department / office, the department / office concerned should be responsible to make the booking. Besides, **staff of the responsible department / office MUST be present throughout the event.**
5. Please ensure that sufficient time has been included before and after the event for setting up and tidying up in the booking submission.
6. The iCafe Activities Room is set up in **classroom style** with 70 seats. Special seat arrangement should be prepared by the organizing department / office who should **restore the venue to the original setting after the event.** Please contact Estate Office for assistance, if necessary.
7. Equipment is available at the iCafe Activities Room. Standard equipment includes –
 - Computer
 - 80 inch TV Screen
 - Sound System (with 2 wireless handheld microphones)
 - Laser Pointer

8. Users must check that the items they borrow are in good condition. They must take good care of the items when using them and are to be **held responsible for any losses and damages**.
9. Furniture and equipment must not be removed or relocated from the room without the prior consent of Career Centre.
10. Users should keep the room in good condition and behave properly. They will be held responsible for any damages or losses including fixtures and furniture during the period in use.
11. Users should safeguard their own belongings. Career Centre does not hold any responsibilities to any damages or losses.
12. Please avoid over-bookings and kindly release the reservation in case of cancellation of the event.

Enquiry: Career Centre (Tel: 3411 7440)