

## Guidelines on Film and Photo Shooting at the Learning Commons

The use of the Learning Commons Premises for film and photo shooting is subject to the following rules and regulations. All users are required to comply with all rules and policies.

1. Only staff and students of Hong Kong Baptist University **with valid staff/student cards** are eligible to apply for the use of the Learning Commons premises for film and photo shooting.
2. Completed application form should be submitted with relevant supporting documents **at least 5 working days** before the proposed recording date via email to [learningcommons@hkbu.edu.hk](mailto:learningcommons@hkbu.edu.hk). Late or incomplete applications will not be accepted. Any recording activities without prior approval will not be allowed.
3. All recording activities are **permitted only during opening hours when staff** of the Learning Commons **are stationed on duty** and within the approved recording areas. Staff reserves the right to suspend all recording activities and requests all crew members to leave the Learning Commons at any time.
4. External guests or crew members must be accompany by staff/student-in-charge at all times in the Learning Commons.
5. All recording activities must not affect the general operation of the Learning Commons and cause disturbance to others.
  - a. The rights and privacy of other users, the staff of the Learning Commons and campus security on duty must be respected. All recording activities must not cause discomfort, inconvenience, or safety hazard to other users.
  - b. The Learning Commons will not be responsible for any disputes between applicants and any third-party individual arisen due to the film and photo shooting.
6. All recording activities should comply with the ordinances and regulations of the Government (e.g. Fire Services Ordinances) and the University, as well as the [policies and regulations of the Learning Commons](#).
7. Applicants are expected to uphold the image and reputation of the Learning Commons and the University throughout all recording activities.
8. The use of all recording equipment (e.g. for lighting purposes) is only permitted to battery-operated equipment to prevent the overloading of electrical circuits at the Learning Commons.
9. The use of tracking cameras and special effects (e.g. emission of smoke or fire), as well as any form of graffiti or painting within the Learning Commons is prohibited.
10. Existing furniture and facilities at the Learning Commons must be kept clean and orderly. All moved furniture must be reinstated to its original positions.
11. In cases of any misuse or negligence due to the recording activities, the full repair/replacement and administrative costs will be charged to the applicant(s).
12. Applicants are reminded to monitor their personal belongings and recording equipment and ensure they do not obstruct the passageway. The Learning Commons and the University will not be responsible for the damage, loss or theft of any personal belongings or recording equipment.
13. Staff of the Learning Commons reserves the right to dispose of any personal belongings left within the Learning Commons upon completion of the recording activities.
14. In addition to the guidelines mentioned above, applicants are expected to comply with additional regulations and policies informed upon approval.

The breach or non-compliance of any policies and regulations will result in immediate suspension of all recording activities. The Learning Commons reserves the right to escalate any cases of non-compliance to the applicant's respective Offices or Departments for record and/or to the Office of Student Affairs for disciplinary actions.

For further enquiries, please contact our hotline 3411-6480 or send email to [learningcommons@hkbu.edu.hk](mailto:learningcommons@hkbu.edu.hk).

**Application Form for Film and photo shooting at the Learning Commons**

Name of Applicant: \_\_\_\_\_

Staff / Student ID: \_\_\_\_\_

Department/ Office: \_\_\_\_\_

Course Code: \_\_\_\_\_

*(For Student Applicant)*

Contact no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Recording: \_\_\_\_\_

Time: \_\_\_\_\_

No. of Crew Member: \_\_\_\_\_

Type of Multimedia:  Film  Photo  Audio

Recording Area: \_\_\_\_\_

*(Please mark the Recording Area to be applied for on the attached floor plan)*

Brief Description of Project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I have read the “**Guidelines on Film and Photo Shooting at the Learning Commons**”. I will abide by all regulations, policies and instructions, in addition to the existing Learning Commons Rules and Regulations.
- I will bear full responsibility and charges for any possible damages to all property due to my film and photo shooting.
- I have been attached the **copy of script, list of crew members, floor plan with marked shooting area**, together with this application.
- I understand that if I fail to comply with any Guidelines stipulated, the Learning Commons reserve the right to suspend all recording activities and request all crew members to leave the Learning Commons at any time.
- The film and photo content produced from my recording will only be used for academic/educational purposes.
- Upon request from the Learning Commons, I will submit a copy of my film and photo product.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Department/Office Chop

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Course Instructor

\_\_\_\_\_  
Date

(Name: \_\_\_\_\_ )

*(for Student Applicants)*

**For Official Use Only**

Approved  Rejected

Remarks:

\_\_\_\_\_  
Learning Commons

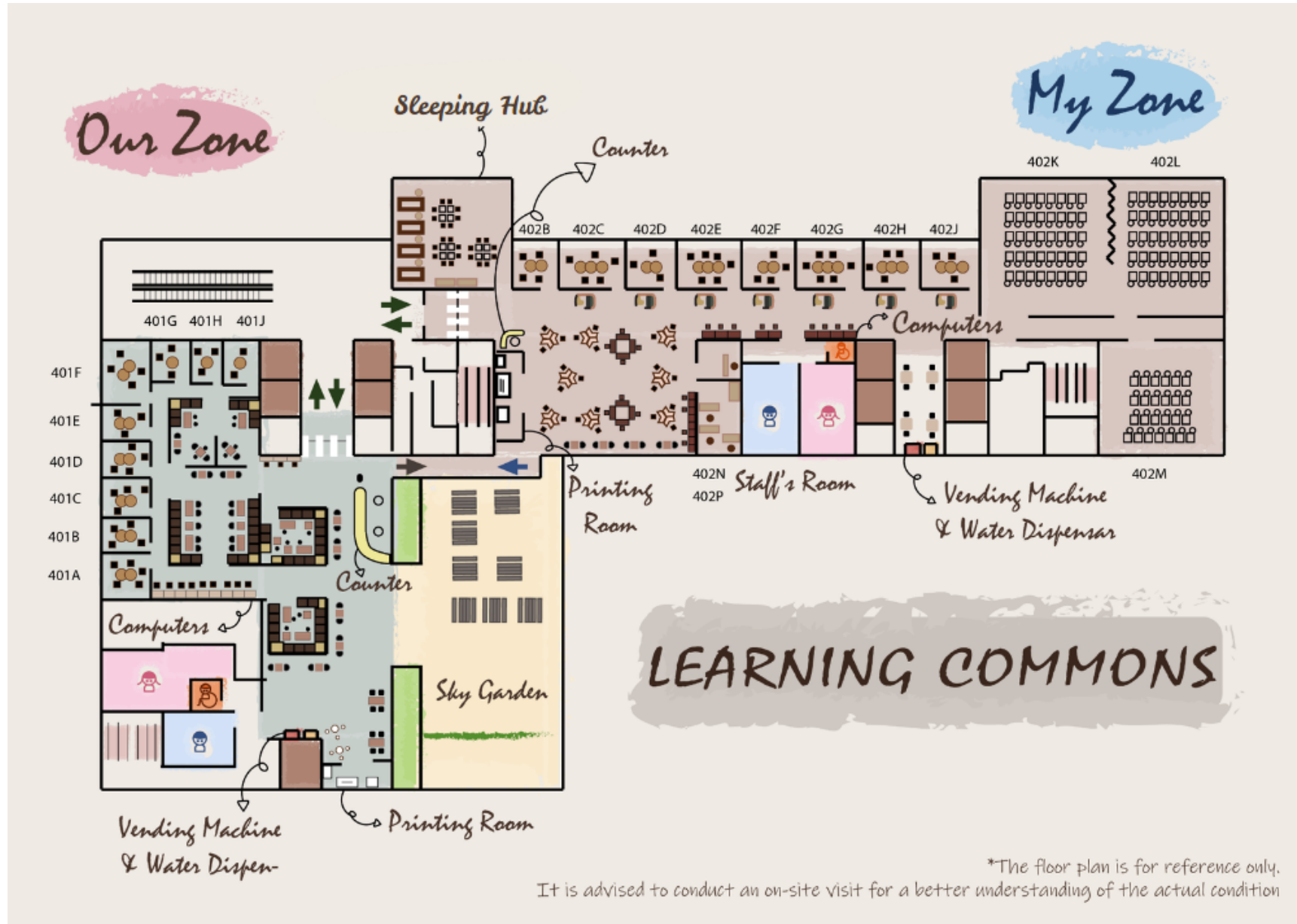
**List of Crew Members (for staff and students):**

Full Name	Staff / Student ID	Department
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**List of Crew Members (for non-HKBU visitors):**

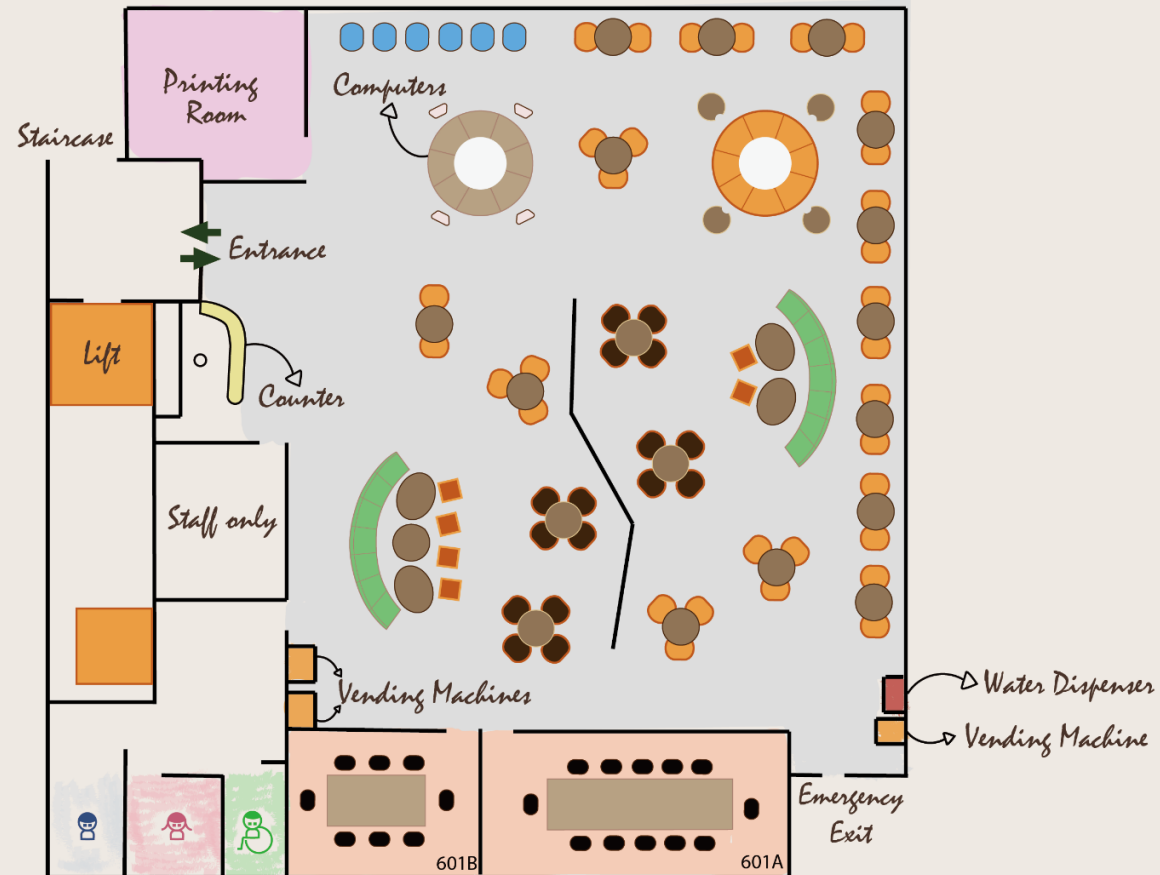
Full Name	Organization	HKID (first 4 digits)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**4/F Dr Wu Yee Sun Building (WYS) Learning Commons**



6/F Fong Shu Chuen Library (FSC) Mr. and Mrs. Lee Siu Lun Learning Commons

# Mr. and Mrs. Lee Siu Lun Learning Commons



\*The floor plan is for reference only.  
It is advised to conduct an on-site visit for a better understanding of the actual condition.