

香港中文大學新亞書院
樂群館梁雄姬樓 — 學生活動中心使用條款及細則
(適用於林耀明夫人堂、工藝室及雅禮舍)

New Asia College, The Chinese University of Hong Kong
Terms and Conditions of Use of Staff Student Centre – Leung Hung Kee Building
(Mrs. David Lam Hall, Handicraft Room, and Yali Lounge)

(一) 一般資料 General

1. 各場地及設施只供持有效「中大通」的香港中文大學新亞書院學生及教職員使用。如欲借用，請到書院網頁 <https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/?lang=zh-hant> 索取設施借用表格。

The use of any venue and facility in the Centre is restricted to New Asia College students and staff upon presentation of valid CU Link Card only. The application form could be downloaded from the College website: <https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/>.

2. 書院職員有權隨時核對使用人士身份，使用者必須按要求出示有效「中大通」。所有「中大通」只供持有人使用，不得轉借；非法使用他人或已報失之「中大通」的學生／教職員，其「中大通」會被沒收，而書院亦會提請大學對有關人士作紀律處分。

College staff could at any time request to check the status of all Users, Users must present valid CU Link Card upon request. CU Link Card is non-transferable and is for exclusive use of the person named on the card only. If any student/staff found using a CU Link Card that belongs to another person or that has been reported lost, the card will be confiscated and the student/staff is liable to disciplinary action.

3. 場地及設施借用時間為**每天上午九時至下午十時**。

Rental period for venues and facilities is from **9 am to 10 pm**.

(二) 使用者約章 Covenant by Users

4. 使用者必須遵守香港中文大學規則及香港法律，並履行本使用條款及細則、設施借用表格上所列明之規則及個別場地之使用規則。如有違反，書院有權即時終止進行中的活動、要求違規者立即離開場地、取消其預約、停止借用其他書院管理的設施，或收取罰款。

Users must observe the regulations of The Chinese University of Hong Kong and the Law of Hong Kong. Users should ensure by the performance by themselves using any venue of this set of Terms and Conditions of Use, the regulations stated on the Facilities Application Form, as well as other rules and regulations formulated for different venues. Any breach of regulations may lead to immediate suspension of the activities, expelling from the premises, cancellation of bookings, prohibition of future use of any facilities under the administration of the College, or payment of fines.

(三) 受傷及損毀責任 Responsibility for Injury and Damage

5. 在使用場地期間，如場地內有任何財物損毀；或使用場地人士有任何財物損毀，不論該損毀在任何情況下由何人導致，使用者均須承擔所有責任。在使用場地期間，如發生任何意外受傷或財物損毀事件，書院將不會負上任何責任。

Users accept responsibility for all damage to the venue and to any property in the venue during the period of using the venue and to the property of persons using the venue, however and by whomsoever caused. The College shall not be responsible for any injury or damage arising during the using of the venue by users.

(四) 版權 Copyright

6. 使用者於未經版權持有人同意之下，不得於任何場地內向公眾表演有關戲劇或音樂作品；或向公眾發放有關演講及演說；而使用者亦不得以任何形式侵犯版權。如於使用場地期間發生任何形式的侵犯版權事件，使用者須向大學面對的所有索償、訴訟、要求及訴訟費用作出賠償。

Users shall not use any venue for the performance in public of any dramatic or musical work or for the delivery in public of any lecture or address in respect of any matter in which copyright subsists without the consent of the owner of the copyright and shall not in any other manner infringe any copyright. Users shall indemnify the University against all claims, actions, demands and costs by reasons of any infringement of copyright whatsoever occurring during the period in which the venue is used.

(五) 使用場地 Use of Venue

7. 書院有權禁止任何人士使用場地及設施。使用者須確保所舉辦的活動安全進行，不得對其他使用者構成危險。若有人違反使用條款及細則，或作出滋擾、不檢點或厭惡性行為，書院職員可隨時命令該人士離開場地。書院保留任何終止不當的活動或集會的權利。

The College, in its absolute discretion, could prohibit the use of venue and facility of the Centre by any person. Users are required to ensure their activities are conducted safely and will not pose potential hazard to other users. College staff at any time could order any person out of any venue if such person contravenes these Terms and Conditions of Use or behaves in a noisy, disorderly, or objectionable manner. The College reserves the right to put a stop to any activity or meeting not properly conducted.

8. 所有場地嚴禁進行以下活動：

- i. 吸煙；
- ii. 飲用含酒精飲品；
- iii. 賭博；
- iv. 向 18 歲或以下人士發布不雅物品或展示第 III 級電影；
- v. 進行未經批准的商業活動；及
- vi. 飲食（清水除外）。

The following activities are strictly prohibited in all venues:

- i. Smoking;
- ii. Consumption of alcoholic beverages;
- iii. Gambling;
- iv. Publish indecent articles or exhibit Category III films to any person under the age of 18;
- v. Any kind of unauthorized commercial activities or unauthorized activities involving money transaction; and
- vi. Eating or drinking (except water).

9. 使用者不得阻擋任何緊急照明系統、防火設備、逃生通道、行人通道及告示。

Users should not block any emergency lighting, fire services installation, escape routing, pedestrian access, and signage.

10. 請小心使用場內設施；使用場地後必須清理及還原場地。使用場地後若發現使用者及其他人等的物品或任何雜物，將被視作垃圾處理，而毋須另行通知。書院不會因任何物品遺失或損毀事件負責。

Please take good care of the facilities in all venues. Users are responsible for cleaning up the venue and reinstating the facilities to its original condition immediately after use. If after using any property of users or of any other person is found in the venue, all these items will be considered abandoned property and will be discarded without prior notice. The College shall not be liable for any loss of or damage to such property.

11. 在使用場地期間，若所使用的場地的任何部分或任何物品被損毀、破壞、偷竊或搬走，使用者必須按值支付維修或替換費用。使用場地的傢俬、設備及器材後，必須保持其清潔、整齊及正常運作狀態。未經書院許可，使用者不應使用膠水、膠紙、漿糊、圖釘、大頭釘或其他任何工具於場地的牆壁、傢俬及設備上張貼物品。

Users shall pay the corresponding cost of reinstating or replacing any part of or any property in the venue used by them, which shall be damaged, destroyed, stolen or removed during the period of use. Users shall leave all furniture, facilities or equipment in the venue and used by them or on their behalf in a thoroughly clean, wholesome and properly working condition. Users shall not affix any glue, scotch-tape, gum-paper, nails, spikes, tacks or any other thing to the walls, furniture and equipment, without the prior approval of the College.

12. 如書院認為場地不宜使用，有權將之關閉，毋須事前通知。關閉期間的所有預借將被取消。

The College reserves the right to close any venue without prior notice when, in its opinion, it is not suitable for use. All reservations within the close period will be cancelled.

13. 書院擁有對本使用條款及細則之闡釋權及修訂權。

The College owns full rights of interpretation and amendment of this set of Terms and Conditions of Use.

14. 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.

香港中文大學新亞書院輔導處

Dean of Students' Office, New Asia College, The Chinese University of Hong Kong

2025 年 7 月

July 2025