

香港中文大學新亞書院  
樂群館梁雄姬樓 —— 學生活動中心工藝室使用規則  
New Asia College, The Chinese University of Hong Kong  
User Guidelines of Handicraft Room at Staff Student Centre – Leung Hung  
Kee Building

1. 工藝室於星期一至日開放，時間為上午 9 時至晚上 10 時，只供持有效「中大通」的新亞書院學生及教職員使用。  
The Handicraft Room is open from **Monday to Sunday** from **9:00 am to 10:00 pm** for New Asia College students and staff holding valid CU Link Card only.
2. 書院職員有權隨時檢查使用者的「中大通」，使用者必須出示。非法使用他人之「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。職員有權要求未能出示有效「中大通」的人士立即離開房間。

Users must present their CU Link Card to College staff upon request. If any student/staff found using a CU Link Card that belongs to another person, the card will be confiscated and the student/staff is liable to disciplinary action. College staff reserves the right to request any person who fails to present a valid CU Link Card to leave the room immediately.

3. 借用團體請到書院網頁 <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。  
Applicant could download the application form from the College website:  
<https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/>.

4. 工藝室為學生提供一個進行藝術創作與手工製作的空間，鼓勵創意與技能的培養。使用者須互相尊重，切勿進行任何不當行為，包括但不限於濫用工具、破壞設備、騷擾他人、隨意堆放個人物品等。書院職員有權要求違規者立即離開工藝室。

The Handicraft Room provides a space for New Asia College students to engage in artistic creation and craftsmanship and encourages the development of creativity and skills. Users should be considerate and avoid any inappropriate behavior, including but not limited to misuse of tools, damage to equipment, harassment of others, and indiscriminate piling of personal belongings. College staff reserves the right to ask

those who have violated the stated regulations to leave the Handicraft Room immediately.

5. 請小心使用工藝室內設施。使用者必須清理場地，並回復原狀。若場地或設施有任何損壞，須按值賠償。

Please take good care of the facilities in the room. Users are responsible for reinstating the facility to its original condition immediately after use. In case of any loss or damage, users are responsible to pay for the repair or replacement.

6. 校園內嚴禁吸煙。工藝室內不准飲食（清水除外）。

Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the room (except water).

7. 工藝室內物品（工具、材料）須妥善使用，嚴禁損毀或擅自挪用。使用後須清潔工作區、整理工具及歸還借用物資。

All items in the room (tools, materials) must be properly used. Any damage or unauthorized appropriation is strictly prohibited. After use, users must clean their workspace, tidy up tools, and return any borrowed items.

8. 進入工藝室前，請確保衣著適當：穿著包趾包蹣鞋、不得穿著拖鞋、長髮必須束起；如有需要，請穿戴適當防護裝備（如手套、護目鏡、防塵口罩）。

Before entering the Handicraft Room, appropriate attire is required: closed-toe and closed-heel shoes must be worn; slippers are not permitted. Long hair must be tied up, and protective gear should be worn if necessary (such as gloves, safety goggles, and dust masks).

9. 使用者在操作前應先熟悉工具的功能及使用方法；使用時應審慎操作並遵守各項安全指引，避免意外發生；使用後應清潔工具並妥善放回原處，保持工藝室整潔。

Users should familiarize themselves with the tool's functions and usage methods before operation. When using the tool, users should operate it with caution and comply with all safety guidelines to prevent accidents. After use, users should clean the tools and return them to their proper place to keep the room tidy.

10. 使用工藝室期間，使用者須自行承擔因操作不當或疏忽而造成的意外受傷或物品損毀責任。書院對於使用者在工藝室內的個人安全、財物損失或第三方責任不負法律責任。

During use of the craft room, users are responsible for any injuries or damage resulting from improper handling or negligence. The College is not legally liable for personal safety, property loss, or third-party claims that occur in the craft room.

11. 為防止木屑粉塵進入中央冷氣系統，切勿擅自開啟工藝室內的冷氣機，或打開通往林耀明夫人堂之門口。

To prevent wood dust from entering the central air-conditioning system, DO NOT turn on the air conditioner or open the doorway leading to Mrs. David Lam Hall without authorization.

12. 如舉辦大型活動（僅限大笪地、新唱、新亞夜、劇社公演、迎新營）需暫存大型裝置，學生可申請使用林耀明夫人堂儲放區。申請者須依照書院指定之位置及時限，預先鋪設帆布膠後方可擺放物件。如逾期擺放或使用不當，書院有權中止其借用權。借用表格可於書院網頁取得：

<https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/?lang=zh-hant>。

For large-scale events (limited to New Asia Fun Fair, New Asia Singing Contest, New Asia Night, New Asia Drama Club Annual Performance, and Orientation Camp), if there is a need to temporarily store large installations, students may apply to use the storage area in Mrs. David Lam Hall. Applicants must follow the location and time guidelines designated by the College. Prior to placement, protective plastic sheets must be laid out. The College reserves the right to revoke usage privileges if items are stored past the designated period or used improperly. The application form can be obtained from the College website: <https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/>.

13. 如發現異常情況，書院將根據閉路電視及出入紀錄等翻查使用者有否違規。初犯予以警告，再犯者將被停止其設施使用權利。

If any irregularities are observed, the College may review CCTV footage and access records to determine whether users have violated the rules. A first offence will result in a warning; repeated offences will lead to suspension of usage rights.

14. 如書院認為房間不宜使用，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 the room without prior notice when, in its opinion, it is not suitable for use. All reservations within the close period will be cancelled.

15. 使用者必須嚴格遵守本使用規則、設施借用表格上所列明之規則及「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）」。若有違反，書院有權停止其使用權利。

All users must abide by the rules and regulations set out for the room, the regulations stated on the Facilities Application Form, as well as the “Terms and Conditions of Use of Staff Student Centre – Leung Hung Kee Building (Mrs. David Lam Hall, Handicraft Room, and Yali Lounge)”. The College reserves the right to debar users who fail to observe the aforesaid regulations from using the venue.

16. 書院有權於任何時間對本規則作出修改。

The College reserves the right to amend the terms and conditions of these guidelines.

17. 倘中文版本與英文版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 version.

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