

新纪元大学学院场地租借简章

1. 本校的场地, 欢迎团体和个人租借。凡有意租借者, 必需遵守本校订立的租借规则。
2. 欲租借者, 需填写场地租借申请表(GA-Re-10), 经本校批准后方可使用。
3. 租借规则:
 - 3.1. 获得批准后, 租借者须缴交于租借使用日一周前缴清全部费用及按柜金。缴费后取消租借, 将仅获退回 50% 租金及按柜金。若改换租借场地, 所付租金及按柜金则可获保留转移, 唯申请须于租借日的两个星期前提出。否则, 将不受理。
 - 3.2. 租借者须妥善保管及使用所租借的设备、用具、器材、物品等, 如有损坏或遗失则须负责维修费用或照市价赔偿。
 - 3.3. 场地使用后, 需将相关物品放回原处。
 - 3.4. 租借者布置场地时, 不得加钉、糊贴和使用双面胶。
 - 3.5. 除在租借的场地内, 其它地方一律不准悬挂布条。
 - 3.6. 校内公共场地如走廊和电梯内外皆不允许张贴海报、宣传单和标语等物品。
 - 3.7. 校内所有场地禁止吸烟、酗酒及聚赌。
 - 3.8. 场地内严禁饮食 (矿泉水除外)。
 - 3.9. 租借者自备的物件, 器材及交通工具等, 若有损坏、遗失或发生意外, 本校一概不负责。
 - 3.10. 租借者所遗留的物品, 在租借期满后须尽速移走, 否则本校有权将之移走, 有关费用将由租借者承担, 同时本校将不负责由此所引起的损失。
 - 3.11. 租借者需维持场地及公共场地 (走廊、洗手间、电梯间、楼梯等) 的整洁及卫生。
 - 3.12. 租借者需将所有垃圾和弃物装入垃圾袋绑妥, 自行丢入大型垃圾桶内 (1 号大门旁)。
4. 本校不对任何于租借场地期间所发生的意外、损坏或死亡负起任何责任。
5. 退还按柜金
在确定租借者未损坏本校场地及设备, 或租借者已完成修理、更换所损坏的物品及保持场地的清洁与卫生后, 本校将退还所有按柜金于租借者。
6. 视察场地和设备
有意租借者可通过预约由本校职员带领参观场地及设备 (若场地有人正在使用则谢绝参观)。
7. 本简章若有未尽善之处, 本校保留随时增删、修改之权利。

NEW ERA UNIVERSITY COLLEGE VENUE RENTAL RULES AND REGULATIONS

1. NEUC provides venues for rent to associations or individuals with the condition that the applicant must strictly abide by the following rules and regulations.
2. Applicant(s) must fill in the Venue Rental Application Form (GA-Re-10) and obtain approval from NEUC before using the venue and facilities.
3. Rental rules and regulations:
 - 3.1 On approval, applicant(s) must pay the rental fee and deposit one (1) week before the date of rental. 50% of the total fees paid will be charged in the event of cancellation. Change of venue is only allowed if management has been given sufficient notice two (2) weeks before the date of rental, the rental fee and deposit paid is allowed to transfer.
 - 3.2 Applicant(s) must handle all the facilities, tools, appliances etc with utmost care. Any damage and loss of tools and other properties will be charged accordingly to the applicant, be it the cost of repair or replacement.
 - 3.3 Applicant(s) must return all property of NEUC to their original positions.
 - 3.4 No hammering, sticking, using of double-sided tape is allowed in the decoration of the venue.
 - 3.5 No hanging of banners is allowed within NEUC premises, except inside the rented venue.
 - 3.6 No posters, leaflets, slogans and etc are allowed to put up within the NEUC premises such as corridors, inside and outside the lifts.
 - 3.7 No smoking, alcohol consumption and gambling is allowed within the NEUC premise.
 - 3.8 No food is allowed inside the venue including auditorium, foyer, lecture hall and classrooms (except mineral water).
 - 3.9 NEUC bears no responsibility for any damage or loss of applicants' properties, appliances, transportation etc.
 - 3.10 Applicants' appliances and property must be removed immediately after use. Failing which, the NEUC is entitled to remove the same at the applicants' cost and expense without being responsible for any damage or loss incurred in the course of removal.
 - 3.11 Applicant(s) must maintain the cleanliness and tidiness of the venue and public area (corridors, washrooms, lifts, staircase and etc).
 - 3.12 Applicant(s) must clear all rubbish by using proper rubbish bags and disposing them properly in dustbins located by the side of the main entrance (Gate No.1).
4. NEUC bears no responsibility for any accidents resulting in injury or death during the course of the rental of our premises.
5. The deposit will be returned only after NEUC is satisfied that no damage or loss has been done to the premises or appliance used, or the applicant(s) has repaired the damaged or replaced the lost items, and that the premises are kept in clean and tidy conditions.
6. An appointment to view the venue and facilities can be arranged before renting, however no viewing is allowed if the facility is in use.
7. NEUC reserves the right to amend these rules and regulations when necessary.