

## Room Booking Guidelines

1. Room booking request should reach HKU SPACE Alumni Affairs and Development Office at least 14 days and not more than 3 months in advance to the booking.
2. The use of HKU SPACE venues by each Subject Alumni Group / Alumni Association should be no more than 3 times a year, subject to availability. Charge shall be applied on hiring of HKU SPACE venues from the fourth time onwards. However, Subject Alumni Group / Alumni Association is entitled to a 20% discount on venue booking under the capacity of HKU SPACE alumni. Please [click here](#) to view hiring details and download the Venue Booking Form.
3. The use of HKU SPACE venues shall be during the core hours as below:
  - Classroom : Monday to Sunday, 9:00 a.m. to 9:30 p.m.
  - Office floor : Monday to Friday, 9:00 a.m. to 7:30 p.m.
4. Charges for staff's over-time and air-conditioning shall apply for the use of venues outside the core hours (as defined in point 3 above).
5. Alumni Affairs and Development Office representing Subject Alumni Groups / Alumni Associations would check the availability of venues and make the initial booking; Subject Alumni Groups / Alumni Associations should make subsequent liaison directly with the concerned departments / units.
6. If, for any reasons, Subject Alumni Groups / Alumni Associations shall cancel a confirmed booking, the Alumni Affairs and Development Office must be notified in writing at least 7 days prior to the booking. Cancellation in less than 7 days may result in rejection to future booking.
7. All bookings will be automatically cancelled when typhoon signal no. 8 (or above) or the Black Rainstorm Warning signal is hoisted within 2 hours prior to the booking.
8. Subject to all points above and to the final decision of the School, charges would be waived for the use of HKU SPACE venues.

9. Notwithstanding these guidelines, Subject Alumni Groups / Alumni Associations shall comply with all other rules and regulations of HKU SPACE.