



HONG KONG CHU HAI COLLEGE

Department of Journalism and Communication

Rules and Regulations for the use of Crossmedia studios and Multimedia Production Rooms

Opening hours:

Monday to Friday:	09:30-21:00
Saturday:	09:30-17:00
Sunday and Public holidays:	Close

Users:

All JCM/JAC/JCC/MA teachers and students are eligible to use the Crossmedia Studios and Multimedia Production Rooms. Separate applications are required for teachers and students from other departments.

Procedure:

Students who wish to use the studios and rooms are required to fill in a Venue Booking Form. They should go to the Studio Management Office (Room W201) in person with the completed form for the registration procedure. All application procedures **must be completed before 17:00 (Monday to Friday 09:30 - 17:00) one day in advance.**

Students, who have made bookings for studio and production room use, are required to inform the Studio Management Office for cancellation of booking.

Rules and Regulations:

1. Priority will always be given for teaching purposes; users can only use these rooms when there is no class scheduled.
2. Each student could use the venue(s) maximum **3 times per week, each time maximum 2 hours.**
3. All studios and rooms can only be booked for **1 hour** each time during **peak season** or **high time.**
4. Please leave the studio or room when the time is over. To extend the use of the studio and room, please check the availability and get the approval from the Studio Management Office.
5. When using the studio and room, a student is required to present his/her student ID card to the studio officer in person. Students without a user permission will be requested to leave the studio and room immediately.
6. Late arrival for more than 15 minutes is regarded as absent and the right to use the studio and room will be forfeited. Administrative or Studio Officers have the right to terminate the students to use the studio or room.
7. Users should follow the instructions of Administrative or Studio Officers. Any user who violates the regulations will be asked to leave the studio and room immediately.
8. Keep the room/studio clean and tidy. No food and drinks are allowed. Smoking is prohibited in all the studios and rooms.
9. Users are responsible for the replacement of any loss or damaged equipment found during the period of the room booking.
10. Users should switch off all the electronic devices (computers, lights and air-conditioners) for environmental protection before leaving.
11. Take care of your own personal belongings.
12. Damage and malfunction must be reported immediately to the Administrative or Studio Officers.
13. Users must inspect the condition (quantity and operational function) of the facilities in the room before using it. If there is any uncertainty regarding the condition or operation of the facilities, users must inform the Administrative or Studio Officers immediately
14. Users are required to observe the intellectual property and copyright laws for using and handling audio and video materials.