

HONG KONG BAPTIST UNIVERSITY

Alumni Lounge – Rules and Regulations

A. Overview

The Alumni Lounge (the Lounge) on 3/F, Jockey Club Campus of Creativity, managed by Alumni Affairs Office (AAO), is a space exclusive for alumni of Hong Kong Baptist University (HKBU) to get together.

B. Eligible Users

1. HKBU alumni possessing an Alumni e-Card (For details and eligibility of Alumni e-Card, please click [here](#))
2. Permitted guests of HKBU

(collectively, the “Users”)

All Users shall observe and comply with the Laws of the Hong Kong Special Administrative Region, [Regulations on Use of Campus Space of HKBU](#) and the Rules and Regulations (RR) of the Lounge at all times in relation to the use of the Lounge.

C. Opening Hours for the Lounge

The opening hours of the Lounge are Monday to Friday, 9:00 a.m. to 6:00 p.m. The Lounge will close on Saturdays, Sundays and public holidays.

Inclement Weather

If an Amber or Red Rainstorm Warning Signal or a Typhoon Signal Number 3 or below is issued or in force during opening hours, the Lounge shall open as usual, subject to venue conditions.

If Black Rainstorm Warning signal or Typhoon Signal Number 8 or above, or Extreme Conditions is:

	Black Rainstorm Warning Signal	Typhoon Signal Number 8 or above, or Extreme Conditions
(i) <u>In force</u> before opening hours	The Lounge shall remain closed. The Lounge shall reopen in 4 hours, subject to venue conditions, if the signal is cancelled or lowered at or before 1:30 p.m.	
(ii) <u>Issued</u> during opening hours	The Lounge shall remain open, subject to venue conditions.	The Lounge shall close.

D. General Usage

1. The maximum capacity of the Lounge is 35. The number of Users must not exceed this limit.
2. The Lounge should not be used for commercial, political or profit-related activities.
3. Only drinks shall be permitted inside the Lounge.
4. Gambling, smoking cigarettes, pipes or cigars (including electronic cigarettes) are not permitted at all times in the Lounge. The campus is a smoke-free campus, please click [here](#) for details.
5. The use of smartphone/tablet cameras is generally allowed, but their use must not cause discomfort, inconvenience or disturbances to others. Users are required to get prior approval from the University for any photography, videography, or audio recording conducted in the Lounge intended for public broadcasting, promotional use, or commercial purposes.
6. Users must not move/remove furniture in the Lounge without prior approval from the University. The University reserves the right to impose charges for any additional cleaning, repairs, or replacements resulting from improper use, loss, or damage to furniture, equipment, or other fixtures in the Lounge. Any loss of and/or damage to the equipment, furniture, other set-ups, etc. in the Lounge should be reported immediately to the University via AAO.
7. Users are reminded to take care of their personal belongings. The University shall not be liable for theft, damage or loss of any items of the Users, including but not limited to valuables, products and display materials, or negligence of any kind arising from the use of the Lounge. Any items left unattended will be removed without prior notice.
8. Users who fail to observe the RR may be debarred from using the Lounge. Misbehavior will also be reported to the University and/or law enforcement authority concerned for appropriate follow-up action(s) in accordance with the law.

The University reserves the right to amend the RR for Use of the Lounge without prior notice.

For enquiries, please contact the Alumni Affairs Office at 3411-7877 or email alumni@hkbu.edu.hk.

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