

## **Regulation for the use of study room of Lei Tung Community Hall**

1. For a first-time user of the study room of Lei Tung Community Hall, he/she has to complete and submit the “Application form for the recreation pass of Lei Tung Community Hall” to our Office and register at the counter. A recreation pass of the Community Hall will be issued to the applicant in due course. Afterwards, the applicant has to produce his/her recreation pass and register at the counter before using the study room.
2. Users have to keep quiet and keep the study room clean. Make sure that you clean up before leaving, and all tables and chairs are neat and tidy.
3. Do not deface, cut, mark, scratch or damage any part or fixtures of the study room. Users shall be bound to compensate this Office for any damages to the study room. To avoid electrical hazards, users are forbidden to connect their plug-in products to the power supply of the study room.
4. No food or drinks, sleeping, smoking, running, jumping or horseplay in the study room. Users shall not move the tables and chairs without the permission of the staff.
5. To avoid causing disturbance to other users, mobile phones, pagers or other sound-emitting devices are prohibited in the study room.
6. Users are responsible for the safekeeping of their own personal belongings when using the Study Room. This Office will not be held liable for any loss of personal belongings. Users should bring back all belongings upon leaving the study room.
7. Occupation of seats by an object or reservation for others is not allowed. This Office reserves the right to allocate vacant seats to other users.
8. Users can report any violation of the “Regulation for the use of study room of Lei Tung Community Hall” (the Regulation) to our staff on duty.

9. Our staff can request anyone who has violated the Regulation to leave.
10. This Office reserves the right to make the final decision on any disputes arising from the interpretation of the Regulation.
11. As the facilities of Lei Tung Community Hall are also shared among different users, mild noise may be occasionally produced. We apologise for any inconvenience caused in the study room.
12. Arrangements under typhoon or rainstorm signals
  - (a) Typhoon Warning Signal No. 8 or above is in force

If Typhoon Warning Signal No. 8 or above is hoisted during the opening hours of the study room, the service of the study room will be suspended. If Typhoon Warning Signal No. 8 or above is hoisted 2 hours before the opening of the study room, the study room will be closed. The Community Hall and its study room will resume service 2 hours after the above signal is lowered / cancelled.
  - (b) Black Rainstorm Warning is in force

If Black Rainstorm Signal is issued during the opening hours of the study room, users can stay in the venue. If Black Rainstorm Signal is hoisted 2 hours before the opening of the study room, the study room will be closed. The Community Hall and its study room will resume service 2 hours after the above signal is lowered / cancelled.
  - (c) Typhoon Warning Signal No. 3 or below is issued or when Amber or Red Rainstorm Warning is in force

Normal service of the study room will be maintained when Typhoon Warning Signal No. 3 is hoisted or when Amber or Red Rainstorm Signal is in force.
13. This Office reserves the right to cancel the opening of study room and revise the Regulation.