

## **“Rules for the Use of Study Room”**

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1. From October 2023 to June 2024, the Conference Rooms in Tin Shui Community Centre and Long Ping Community Hall, and the Stage Meeting Room in Tin Fai Road Community Hall will be open as study rooms for students and private candidates for public exams between 4 p.m. and 8 p.m. from Mondays to Fridays (except public holidays and the first Friday of each month).
2. Seats in the study room are available on a first-come-first-served basis. Users are requested to queue up in person for admission. Registration is required before entering or leaving the study room.
3. Users have to stay quiet and keep the study room clean. Users should clean up before leaving, and make sure that all tables and chairs are neat and tidy.
4. Do not deface, cut, mark, scratch or damage any part or fixtures of the study room. Users are bound to compensate the Yuen Long District Office (“the Office”) for any damages to the study room. To avoid electrical hazards, users are forbidden to connect their energy-consuming plug-in devices to the power supply of the study room.
5. Talking, eating, drinking, sleeping, smoking, horseplaying, tutoring or any activity causing nuisance to others are not allowed in the study room. Users should not move the tables or chairs without permission.
6. To avoid disturbance to other users, mobile phones, pagers or other sound-emitting devices are prohibited.
7. Users are responsible for the safekeeping of their own personal belongings. The Office is not liable for any loss or damage of any kind. Users should take all belongings upon leaving the study room.
8. Occupying seats with any objects or reserving seats for others are forbidden. The Office has the right to allocate vacant seats to other users.
9. Users can report any violation of the “Rules for the Use of Study Room” (“the Rules”) to our staff on duty for appropriate action.

10. Our staff on duty can request anyone who fails to comply with the Rules to leave.
11. The Office reserves the right to make the final decision on any disputes arising from any violation of the aforementioned rules.
12. As the facilities of the community halls / community centre (CHs / CC) are shared among different users, mild noise may arise. We apologise for any inconvenience caused.
13. Typhoon or rainstorm warning arrangements

(a) When Tropical Cyclone Signal No. 8 or above is hoisted

If Tropical Cyclone Signal No. 8 or above is hoisted during the service hours of the CHs / CC, the study room will close.

If Tropical Cyclone Signal No. 8 or above is hoisted two hours or more before the study room service starts, the study room will close.

(b) When Black Rainstorm Warning is issued

If Black Rainstorm Warning Signal is issued during the service hours of the CHs / CC, users can stay at the venue.

If Black Rainstorm Warning Signal is issued two hours or more before the study room service starts, the study room will close.

The CHs / CC and their study rooms (if applicable) will resume service within two hours after the above signals or warnings are cancelled.

(c) When Tropical Cyclone Signal No. 3 is hoisted or Red Rainstorm Warning is issued

The study room will remain open when Tropical Cyclone Signal No. 3 is hoisted or Red Rainstorm Warning is issued.

14. The Office reserves the right to cancel the opening of the study rooms and revise the Rules.

Yuen Long District Office

July 2023