

Regulations for Use of LG5 Designated Space for Student Organizations

Policy

Dean of Students' Office (DSTO) is responsible for managing the student amenities to ensure the University's academic and non-academic activities, the safety of the community and facilities, and the University's reputation are not compromised. Users granted access to LG5 designated space for student organizations (including SU Offices, Society Rooms, Workshop & Co-working Space) should read carefully and comply with the following regulations.

I. Opening hours and daily use

- a) The LG5 Designated Space are accessible by excos of registered societies/groups and recognized society mentors only.
- b) These rooms provide storage and space for society work, e.g. small group packing materials and simple art works, and should not be used for other purposes.
- c) Do not add/modify any fittings/fixtures in the rooms to ensure the safety standard.
- d) Only furniture and electrical equipment provided or approved by DSTO can be kept in the rooms. Do not move them out of the rooms. *Any unauthorized or unsuitable item (e.g., mattress) found in the rooms may be disposed without prior notification.*
- e) These rooms are not dining places, you can only have light food and drinks (using cups with lids) inside.
- f) Do not put mark, label, decoration or poster on the cabinets, doors, walls or windows.
- g) No cooking and no consumption/storing of alcohol.
- h) SU Offices and Society Rooms are accessible 24/7, but do not work or stay between 2am-9am due to the lack of air conditioning during that time.
- i) Workshop & Co-working Space are accessible from 9am to 2am. Opening hours may be extended during peak seasons (e.g. Pro-P).
- j) CCTV cameras are installed in Society Rooms, Workshop & Co-working Space. All cabinets are lockable by padlock and non-transparent to address security and privacy concerns.
- k) Society materials should all be locked in the cabinets or designated areas. *Do not place things on the floor or on top of the cabinets.*
- l) Safety and hygiene check will be conducted by DSTO twice a year (tentatively every March and October), all LG5 users are required to clean up and open their offices and storage cabinets for checking.

II. Access rights

- a) Student ID Cards are used for entering these designated rooms.
- b) Normally, eligible societies/groups should submit a new session of the exco list via [Student Organization Information System \(SOIS\)](#) in **April to May** for DSTO to grant their access rights. If societies/ groups do not submit the new exco list before the deadline, the access right of the societies/ groups would be suspended.
- c) For security reasons, you should update the exco list in [SOIS](#) immediately if there is any resignation or change of exco(s).
- d) Do not bring or assist unauthorized persons to these rooms, unless with prior approval.
- e) Do not temper with the door locks or leave the door open.

III. Staying overnight

- a) Staying overnight in the rooms is not allowed without prior approval, and actions will be taken for any violations.
- b) If there is a need to do society work between 2am and 9am in the rooms, please complete [Extension of Air-Conditioning Service Request Form](#) and submit it to LG3 SSA Counter not later than 5 p.m. on the day of request.

IV. Others

- a) If you need to cut a padlock of your society's cabinet, please inform DSTO and HK\$80 will be charged by the service contractor.
- b) If you need any additional furniture or equipment, please raise the request to DSTO with justifications.
- c) The above regulations will be reviewed from time to time referring to the actual use and needs. Eligible users are welcome to give feedback or suggestion.
- d) Please send your request or suggestion to DSTO via email (ssa@ust.hk).