THE UNIVERSITY OF HONG KONG
Kadoorie Centre
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香港大學
嘉道理中心
香港新界元朗石崗林錦路
電話: (852) 2488 5011/ 2488 5000
傳真: (852) 2488 5285

修訂於二零二四年七月一日

入營日期:_____ 時間:_____
離營日期:_____ 時間:_____

香港大學嘉道理中心
使 用 設 施 守 則

1. 團體代表如需營前探訪，請預先致電或透過電郵向本中心提出及預約，探訪時間為上午十時至中午十二時及下午二時至四時，週六、日及公眾假期恕不接待營前探訪；每個團體可預約一次不超過一小時的免費營前探訪，人數不得超過十人。
2. 請於入營一個月前繳付全部費用以確認預訂；如未能於限期內繳款則視作放棄論，已繳費用不予退還。
3. 請於入營一個月前將詳細活動流程表、住宿營友分房名單、停泊車輛之車牌號碼、泊車時段及申請借用設施等清單遞交予本中心辦事處；無記錄車輛一律不准停泊於營內。
4. 營友必須於指定時間入營及離營，如需延長租用設施之時間，請預先通知中心辦事處，以便辦理延期租用手續, 未能於指定時間離營者需另繳附加費。
5. 請依照原定人數及名單入營，如有隱瞞或擅加名額，一經發現將收取原價三倍之營費。
6. 嚴禁男女共用同一房間，家庭團體除外。
7. 營友不得擅自招待外人；如有探營者，必須先以書面申請，並註明探營目的、時段及名單，取得本中心允許方可探營；探營者人數不得超過總住宿人數的百份之二十（例：100 位住宿營友，探營者不得超過 20 人）。
8. 香港大學為無煙校園，任何人士均嚴禁吸煙或手持燃點之香煙。
9. 未經批准不得在中心範圍內生火或煮食。嚴禁使用真火進行營火活動，亂生營火屬於破壞環境的行為；如獲批准燒烤，只可在燒烤場使用木柴、碳、碳精和報紙等較為安全的物料，其他易燃物品一律嚴禁使用。必須把所有火種熄滅方可離開。
10. 嚴禁於房間內使用產生煙霧及高溫之用品或儀器，以免發生危險及影響火警感應系統之正常運作。
11. 如遇火警，請保持鎮定，立即通知本中心當值職員並致電 999 報警，盡快到停車場集合。
12. 善用浴室防滑墊及地氈，小心使用浴室免生意外。
13. 宿舍、會堂、禮堂及訪客中心內，未經許可一概不得飲食。
14. 2024 年 7 月 1 日起，本中心<u>不會</u>為留宿之營友供應簡便早餐；位於營地內的 Food Hub (餐廳主要供應有機素食，包括早、午及晚餐)，是香港大學與嘉道理農場暨植物園的協作項目，為中心訪客提供整全的食物體驗和飲食教育，秉持永續生活的原則，以最低的碳足印提供餐飲服務。歡迎所有營友透過連結向 Food Hub 直接預訂膳食 (餐廳內設有大約 100 個座位) : https://www.greenhub.hk/en/event/foodhubfoodorderform/。
15. 切勿搬動營舍內的設施及傢具，更嚴禁帶往戶外使用。
16. 如未能於退房離營時交還鎖匙或匙牌，均須照價賠償。
17. 所有借用及租用之設施、器材及物品，如遭損毀或遺失須負責賠償。
18. 未經許可，不得在營內懸掛旗幟、橫幅及張貼海報。
19. 勿隨意拋棄廢物及垃圾，須保持本中心設施及環境整潔。
20. 訪客在離開房間及公共設施前須把所有電燈、熱水器、空調、暖爐等電器關上，響應節約能源。
21. 須自行保管攜來物品，如有遺失破損，本中心概不負責。
22. 各訪客及住宿者如遇任何意外事故，皆由當事人自行負責。
23. 不得攜帶寵物進入本中心範圍。
24. 為他人著想，切勿喧鬧，特別在晚上十時後要保持安靜。
25. 嚴禁酗酒、聚賭及進行違反香港法例之活動，違者會被要求立即離營並須承擔一切後果，所繳費用均不予退還。
26. 任何人士於營內須穿著和打扮合適得宜。
27. 營友必須遵守本中心一切守則；本中心會隨時更新守則內容。
28. 如有任何爭議，本中心保留最終決定權。

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Revised on 1 July 2024

Check In Date: _____ Time: _____
Check Out Date: _____ Time: _____

Rules and Regulations

1. Site visit should be prearranged with the Main Office. All visiting hour could take place from 10:00am to 12:00nn and 2:00pm to 4:00pm, Monday to Friday. Visitors could not be more than 10 persons. Visits exceeding one hour shall be subject to charge. Fees will be charged to the second time site visit.
2. Please settle full payment at least one month before the check-in date for confirmation and follow-up. Failure of full payment will result in the cancellation of the application and no fees will be refunded.
3. Lists of users, program rundown and borrow items should be submitted to the Main Office one month before the check-in date. Vehicles of the users are not allowed to park in the Centre without prior approval.
4. Users should arrive and depart from the Centre at specified hours. Please notify the Main Office in advance for extension of facilities bookings. Failure to leave the Centre at specified times requires a surcharge.
5. Any unregistered participants, if detected, will be fined 300% of the original charges.
6. Besides family users, opposite sexes are prohibited to stay inside the same room.
7. Users are not allowed to entertain non-users. The number of visitors exceeding 20% of the total number of users shall be subject to charge. A written application must be sent to the Main Office in advance.
8. The University is a smoke-free campus. Smoking is banned in the entire University campus.
9. No lighting of fires or cooking is allowed in the Centre without prior permission from the Main Office. Campfires with “real fire” are prohibited. Only charcoal, barbeque starter and newspapers are allowed in the barbeque area and fires must be extinguished after use.
10. Pest fumigation and heating essential oil inside hostels are absolutely prohibited.
11. In case of fire, contact the Centre staff on duty immediately and dial 999 at once. The assembly point is at the car park.
12. Make good use of shower mat and bathroom carpet, and use the bathroom carefully to avoid accidents.
13. Eating and drinking are not allowed without prior consent inside hostels, Seminar Room, Hall and Visitor Centre.
14. With effect from 1 July 2024, light breakfast **is no longer provided** for overnight resident. Located at HKU Kadoorie Centre, Food Hub is a collaborative project between The University of Hong Kong and Kadoorie Farm and Botanic Garden (the menu primarily offers organic vegetarian options including breakfast, lunch and dinner). All centre’s users are welcome and encouraged to make meals reservation with Food Hub (there are about 100 seats inside) directly via link : https://www.greenhub.hk/en/event/foodhubfoodorderform/.
15. Indoor furniture, equipment and facilities should not be moved elsewhere nor used for outdoor purpose.
16. Users will be required to vacate their rooms and return all the keys to the Main Office by 11:00am on the day of departure. Additional charge is required for the loss of keys and key holders.
17. Users of the Centre's facilities are asked to take all reasonable care of the furniture, borrowed items and other property. Users will be required to compensate the University for any loss or damage caused.
18. No flags, banners or posters are allowed to be posted or hoisted without prior approval.
19. The Centre should be kept tidy at all times. Users are responsible for the general cleanliness of the hostels before checking out.
20. Users are requested to switch off all lights, water heaters, air-conditioners and heaters whenever they leave a room, whether it is their own room or a public room, and to economize on the use of electricity at all times.
21. The Centre is not responsible for any loss or damage of personal belongings.
22. Visitors are entirely at their own risk and the Centre is not liable or any injuries.
23. No pet is allowed in the Centre.
24. Be considerate and keep noise to a reasonable level especially after 10:00pm.
25. No drinking, gambling or any other criminal activities. Offenders will be asked to leave the Centre and will be liable for all consequences. All fees paid will not be refunded.
26. Users are requested to maintain a reasonable standard of attire when they are in all function rooms and other public areas.
27. All users must comply with the rules and regulations of the Centre. The Centre reserves the right to add, delete, or alter the regulations without prior notice.
28. In case of disputes, the decision of the Centre shall be final and binding.