

Regulations on Administrative Services Management

Formulated by: The Administrative Services Office
Issued by: The Administrative Services Office
Issued to: All Offices of the University

Name of Document: Regulations for the Use of Meeting Rooms

No. of Document: ADM-001
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Regulations for the Use of the Meeting Room

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Main body

1.0 Objective

This regulation is made to ensure the proper use of the meeting rooms, effective maintenance of the meeting room supplies and a comfortable meeting room environment.

2.0 Range of Application

All meeting rooms in the University (except President Meeting Room on 6th floor of Daoyuan Building).

3.0 Responsibility of Office

Individual office of the University is responsible for conveying this regulation to its own staff and should ensure its proper observation.

Administrative Services Office is responsible for the formulation and amendment of this regulation, as well as processing applications for usage, inspection and management of the meeting rooms.

4.0 Content

4.1 Regulations for the use of meeting rooms

The use of meeting rooms should conform to the following rules: small meetings should be subordinate to large meetings; non-urgent should be subordinate to urgent meetings; office meetings should be subordinate to university meetings; and minor meetings should be subordinate to major meetings. The use of the meeting room is arranged by the Administrative Services Office.

4.1.1 Meeting Room Application Form should be submitted no less than two hours ahead of time to the Administrative Services Office if anyone would like to use the meeting room.

4.1.2 Please inform the Administrative Services Office if any changes or cancellations.

4.1.3 Keys of the meeting room are kept and stored by the Administrative Services Office. They should be returned to the Administrative Services Office after use.

Regulations for the Use of the Meeting Room

4.1.4 Smoking is not allowed. Attendees should maintain a favourable environment of the meeting room, such as keeping the tables and floor tidy and clean, and put rubbish in the bins.

4.1.5 After using the meeting room, please put the tables and chairs back in position, and switch off the lights and air-conditioner.

4.2 Regulations for the use of meeting room supplies

4.2.1 The Administrative Services Office stocks tea, coffee and cups, and they can be offered upon application. The Administrative Services Office is responsible for providing meeting supplies, but not for providing conference services (such as tea making and meeting room decoration). Conference services should be rendered by the office making the booking. Please return office supplies promptly after use (except disposable supplies).

4.2.2 Projectors, laser pointers, cameras and other office equipment could be offered by the Administrative Services Office upon application. Please return them to the Administrative Services Office after use.

4.2.3 Meeting Room furniture such as chairs, tables and other equipment are managed and maintained by the Administrative Services Office to ensure their proper function.

4.2.4 Attendees should ensure the proper usage of meeting room furniture and other supplies. Please do not draw, write on the tables and walls, or hit against the chairs and tables. Please make sure the tables, chairs, walls, closets and electrical equipment are kept in good condition. The office making the booking would be fined for any damage resulting from vandalism of the equipment and appliances in the meeting room.

4.2.5 Meeting room equipment and supplies should not be removed unless approval from the Administrative Services Office is obtained.

5.0 Amendment and annulment

The Administrative Services Office is responsible for the amendment and annulment of this regulation. The regulation shall become valid upon signature of the Director of Administrative Services.

6.0 Implementation

Implementation of this regulation will commence once issued.

7.0 Attachment

<Meeting Room Reservation Application Form>

