Policies and Rules of the Use of Innovation Commons

1. All Innovation Commons facilities and venue are primarily for the use of CityU’s innovation and entrepreneurship related activities.

2. All users shall observe the opening hours of Innovation Commons - from Monday to Friday, 09:00 to 18:00. The venue will be closed on Saturday, Sunday and public holidays.

3. Use of Computer Workstation
   a) All current CityU students and alumni who graduated within five years are eligible to use the workstation to work for their business plan competitions and start-up businesses.
   b) Users must make a reservation according to the “Guidelines and Rules for Using Computer Workstation” posted in Innovation Commons.
   c) Reservations of computer workstation are on a first come, first served basis.

4. Use of Venue
   a) All current CityU staff are eligible to reserve the venue for organizing activities consistent with the purposes of innovation and entrepreneurship.
   b) All current CityU students and alumni who graduated within five years are also eligible to reserve the seminar area for pitching and preparation of their business plan competitions and start-up businesses.
   c) Users must make a reservation through email to sian.chan@cityu.edu.hk at least three working days in advance. Late application will not be considered.
   d) Users will receive the reservation result via email within one working day.
   e) All available time slots are reserved on a first come, first served basis.
   f) Setup and reinstatement time shall be included in the reservation period.
   g) Hot desk/casual meeting space is an open, walk-in area subject to 4a) and 4b) usage.
   h) Innovation Commons encourages all innovation and entrepreneurship related functions held at our venue to be open door so more students can get access to our services and facilities during the functions. We hope users understand that any requests of closed-door events will only be considered with justifications and there will still be IC staff stationed for such activities.
   i) Users shall keep the venue clean and tidy.
   j) Users are responsible for reinstating the facility to its original condition immediately after use.
   k) Do not create excessive noise that may affect the normal activities on campus or cause nuisance to others.
   l) The activities to be carried out shall be appropriate to the venue and pose no potential hazard to the University community. Users shall ensure the activities are conducted safely.
   m) Refreshments or drinks are not allowed in the venue without prior approval of Innovation Commons.
   n) The person-in-charge of the event shall be present at the venue during the whole event in order to provide supervision, assist all users in using of facilities and equipment, and ensure the regulations will be adhered to.
   o) If user fails to honour the reservation by not checking in the venue within first 15 minutes of the reserved period, the booking will become null and void and it will be considered as “no-show”.
5. Rules to Observe
   a) Transferral of reservation is not allowed without prior written consent of Innovation Commons.
   b) Any damage to or malfunction of equipment, furniture or fixtures in the venue shall be reported to our staff on duty at once. In case of misuse or negligence, users will be held responsible for the total cost incurred for repair or replacement.
   c) All users must comply with the University’s “Policy on Use of IT Services and Facilities”.
   d) Gambling and computer gaming are strictly prohibited at all times in Innovation Commons.
   e) Users are responsible for their personal property at all times and should never leave personal belongings unattended. Thefts of laptops, purses, phones, backpacks, jackets, etc. may occur.
   f) Innovation Commons reserves the right to disapprove a booking, to suspend or refrain users from using the facilities and services, to remove and dispose any materials, or to immediately stop any activities for safety, hygienic or statutory reasons, or for non-compliance with the stated policies and rules without prior notice.
   g) Innovation Commons reserves the right to make the final decision if there is any dispute.

6. Cancellation of Booking and No-show Policy
   a) If a booking is no longer required, user must cancel the booking through email to sian.chan@cityu.edu.hk. Cancellation must be submitted at least 4 hours prior to the reserved period.
   b) Booking will be cancelled when Black Rainstorm Signal, Pre-No. 8 Typhoon Warning Signal or above is issued. All activities shall be terminated as soon as practicable. Please refer to the “Adverse Weather Arrangements” of the University for details.
   c) For a third “no-show” violation, the concerned users will be withdrawn from the privilege of reserving both venues and facilities of Innovation Commons for one month.
   d) The no-show records will be counted from January to December on an annual basis.