

HONG KONG BAPTIST UNIVERSITY

Regulations on Use of Campus Space

1. Preamble

The University endeavours to maintain befitting and effective use of campus space for staff members and students. This set of Regulations (Regulations) is aimed at providing a systematic approach to managing the use of campus space in conformity with the University's vision and mission. The University upholds the rights to freedom of expression and equal opportunities and requires that the exercise of these rights should not infringe on the rights of others.

2. Definition

Campus spaces shall include the following:

- 2.1 Spaces of departments/offices/units refer to the allocated or temporarily allocated spaces to respective departments/offices/units through the space allocation mechanism.
- 2.2 University-wide spaces refer to central spaces designated for teaching, learning, research and amenity use. The current managing agents of all University-wide spaces are listed in Appendix 1.
- 2.3 Common areas refer to spaces that have not been assigned for a specific purpose and are intended for common enjoyment of the University community as a whole besides being the general means of access. The common areas include but are not limited to podiums, plazas, courtyards, gardens, entrances of campuses, lobbies, corridors and staircases of buildings on campus.

3. General principles

- 3.1 All campus spaces should be used according to their assigned purposes. Change of the assigned use is not allowed except with prior approval by the University.
- 3.2 Application for temporary use of campus spaces shall follow the prevailing reservation procedures, terms and conditions as formulated by the respective responsible departments/offices/units.
- 3.3 The use of campus spaces should not:
 - (a) contravene any Hong Kong law;

- (b) contravene any of the University's prevailing policies, regulations and rules;
 - (c) contravene any health and safety regulations of the University;
 - (d) cause any inconvenience, nuisance or potential danger to other users; and
 - (e) cause any damage to the property of the University.
- 3.4 No commercial activity is permitted in any campus spaces except with prior approval by the University.
- 3.5 Academic and administrative units, staff members, student organisations and students using the campus spaces are responsible and accountable for the cleanliness and order of the campus spaces during their use and shall ensure proper compliance with the Regulations.
- 3.6 Unauthorised use of campus spaces by any persons (including staff members, students, invitees and/or the general public) is strictly prohibited.
- 3.7 The use of campus spaces should be in line with the University policy or directions on a low-carbon campus. Reduction in carbon footprint through measures and practices of reducing, reusing and recycling in campus spaces should be accorded the top priority.
- 3.8 The University reserves the right to terminate, suspend temporarily or refuse any use of campus spaces that fails to comply with the Regulations.

4. Responsible persons

- 4.1 Academic and administrative units may issue guidelines in relation to the use of campus spaces managed by them. Such guidelines should be consistent with the principles of the Regulations.
- 4.2 The Heads/Directors of departments/offices/units or their delegates shall implement the Regulations and/or the guidelines and shall bear primary responsibility to take immediate action in the case of any improper use of campus spaces or breach of the Regulations and/or the guidelines within the areas managed by them in their respective departments/offices/units.
- 4.3 The Directors of respective managing agents or their delegates shall implement the Regulations and/or the guidelines in their managed areas of University-wide teaching, learning, research and amenity spaces and shall bear primary responsibility to take immediate action in the case of any improper use of campus spaces or breach of the Regulations and/or the guidelines within the areas managed by them.

- 4.4 The Director of Estates or his/her delegate shall implement the Regulations and/or the guidelines and shall bear primary responsibility to take immediate action in the case of any improper use of campus spaces or breach of the Regulations and/or the guidelines in all common areas of the University.
- 4.5 The Heads/Directors of departments/offices/units or their delegates shall take necessary follow-up actions on the staff member(s) of the respective departments/offices/units involved in the case of any improper use of campus spaces or breach of the Regulations and/or the guidelines.
- 4.6 The Director of Student Affairs, the Director of College of International Education, the School of Continuing Education or his/her delegate shall take necessary follow-up actions on the student organisation(s) and/or the student(s) involved in the case of any improper use of campus spaces or breach of the guidelines and/or the Regulations.
- 4.7 The Director of Estates or his/her delegate shall take necessary follow-up actions in respect of all matters relating to the improper use of campus spaces by anyone other than those mentioned in paragraphs 4.5 and 4.6 above.
- 4.8 Depending on the circumstances, any improper use of campus spaces should be reported to supervising Dean or Vice-President or the risk management group, as appropriate, for further directions.

5. Delegation of authority by the University Administration

- 5.1 The Vice-President (Administration) and Secretary has the overall responsibility and final discretion in respect of the implementation and administration of the Regulations.
- 5.2 The Estates Office (EO) is authorised to publish the Regulations and act in accordance with the provisions in the Regulations.

6. Review

- 6.1 The Regulations may be reviewed by EO annually or as and when required.

List of managing agents of University-wide spaces

Managing agent	University-wide space	Location
Academic Registry	All University-wide classrooms	
Chaplain's Office	Chapel	CEC700, Level 7, Christian Education Centre, Ho Sin Hang Campus
Centre for Innovative Service-Learning	TriAngle	DLB306, Level 3, David C. Lam Building, Shaw Campus
Estates Office	Academic Community Hall	Academic Community Hall, Ho Sin Hang Campus
	Au Shue Hung Terrace Garden	Au Shue Hung Terrace Garden, Ho Sin Hang Campus
	Bistro NTT	G/F, Dr. Ng Tor Tai International House, Baptist University Road Campus
	Books n' Bites (catering area only)	G/F, Jockey Club Academic Community Centre, Baptist University Road Campus
	BU Fiesta	G/F, Student Residence Halls, Baptist University Road Campus
	Cafe @CVA Common	Room CVAG03, G/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus
	Council Chamber	SWT501, Shaw Tower, Shaw Campus
	Deli	CVA102, 1/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus
	Dr. and Mrs. Sze Chi Ching Exhibition Gallery	Levels 1 & 2, The Wing Lung Bank Building for Business Studies, Shaw Campus

Managing agent	University-wide space	Location
Estates Office	Function Room	RRS402, Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus
		TWC G05, G07 & G08, G/F, Tsuen Wan Campus
	Harmony Cafeteria	Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus
	Harmony Lounge	Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus
	HKBU Lounge	DLB201-205, Level 2, David C. Lam Building, Shaw Campus
	i-Café	WLB302, Level 3, The Wing Lung Bank Building for Business Studies, Shaw Campus
	Koo Ming Kown Exhibition Gallery	CVAG01, G/F & CVA101, 1/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus
	Lactation rooms	DLB500A, Level 5, David C. Lam Building, Shaw Campus
		RRS502D, Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus
	Lam Woo International Conference Centre	WLB103-107 & 109, Level 1, The Wing Lung Bank Building for Business Studies, Shaw Campus
	Li Promenade	Counter (SHAW-C01-C07 and C20-C23), Li Promenade, Shaw Campus
	Main Canteen	AAB501, Level 5, Academic and Administration Building, Baptist University Road Campus
	Meeting rooms	AAB704, Level 7, Academic and Administration Building, Baptist University Road Campus
		AAB906, Level 9, Academic and Administration Building, Baptist University Road Campus

Managing agent	University-wide space	Location
Estates Office	Meeting rooms	RRS903, Level 9, Sir Run Run Shaw Building, Ho Sin Hang Campus
		SWT504-505, Level 5, Shaw Tower, Shaw Campus
		SWT701, SWT702, Level 7, Shaw Tower, Shaw Campus
		SWT803, Level 8, Shaw Tower, Shaw Campus
		TWC G06, G/F, Tsuen Wan Campus
		TWC107, 1/F, Tsuen Wan Campus
	Mr. and Mrs. Lau Chor Tak Multi-Purpose Hall	SCC201-204, Level 2, Madam Kwok Chung Bo Fun Sports and Cultural Centre, Shaw Campus
	Quiet room	DLB705, Level 7, David C. Lam Building, Shaw Campus
	Renfrew Cafeteria	DLB220, Level 2, David C. Lam Building, Shaw Campus
	Sports Hall	Dr. Stephen Hui Sports Hall, DLB001, Level 1, David C. Lam Building, Shaw Campus
		Joint Sports Centre, Renfrew Road, Shaw Campus
		Madam Kwok Chung Bo Fun Sports Hall, SCC301, Level 3, Madam Kwok Chung Bo Fun Sports and Cultural Centre, Shaw Campus
		Wai Hang Sports Centre, Ho Sin Hang Campus
	Staff and Alumni lounge	ACC110, 1/F, Jockey Club Academic Community Centre, Baptist University Road Campus
	Staff and postgraduates lounge	SCT400, Level 4, Cha Chi-ming Science Tower, Ho Sin Hang Campus

Managing agent	University-wide space	Location
Estates Office	Student common room	CVA211 and 213, 2/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus
	Tsang Chan Sik Yue Auditorium	AAB201, Academic and Administration Building, Baptist University Road Campus
	Yim Tsui Yuk Shan Plaza	Level 3, Academic and Administration Building, Baptist University Road Campus
Finance Office	Books n' Bites (bookshop only)	G/F, Jockey Club Academic Community Centre, Baptist University Road Campus
Library	Dr. Stephen Riady Chinese Medicine Library	2/F, Jockey Club School of Chinese Medicine Building, Baptist University Road Campus
	Main library, including Academic Commons on Level 2	Levels 1-7, Au Shue Hung Memorial Library, Shaw Campus
Office of Information Technology	User computer centres	OEE702, Level 7, Oen Hall Building (East Wing), Ho Sin Hang Campus
		RRS302, Level 3, Sir Run Run Shaw Building, Ho Sin Hang Campus
	Printing room	WLB303, Level 3, The Wing Lung Bank Building for Business Studies, Shaw Campus
Office of Student Affairs	Cha Chi-ming Science Tower Podium	Level 6, Cha Chi-ming Science Tower, Ho Sin Hang Campus
	Dr. Ng Tor Tai International House	Dr. Ng Tor Tai International House, Baptist University Road Campus

Managing agent	University-wide space	Location
Office of Student Affairs	i-Café activities room	WLB301, Level 3, The Wing Lung Bank Building for Business Studies, Shaw Campus
	Learning Commons	Level 4, Academic and Administration Building, Baptist University Road Campus
		FSC601, Level 6, Fong Shu Chuen Library, Ho Sin Hang Campus
	Li Promenade	Counter (SHAW-C08-C19), Li Promenade, Shaw Campus
	Multi-purpose hall	FSC501, Level 5, Fong Shu Chuen Library, Ho Sin Hang Campus
	Rev. James Mau Memorial Chapel	G9, Student Residence Halls, Baptist University Road Campus
	Student hotspot	RRS501, Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus
	Student Residence Halls	Student Residence Halls, Baptist University Road Campus
	Tsim Sha Tsui District Kai Fong Association Activity Centre	OEE601-603, Level 6, Oen Hall Building (East Wing), Ho Sin Hang Campus
	Welfare cooperation shops	AAB308, Level 3, Academic and Administration Building, Baptist University Road Campus
		YSS504, Level 5, Yeung Shui Sang Building, Ho Sin Hang Campus
	William M. W. Mong Courtyard	William M. W. Mong Courtyard, Ho Sin Hang Campus
	Wofoo Foundation Amelia Lee Student Centre	RRS401, Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus
School of Continuing Education	All teaching and common facilities in Shek Mun Campus	Shek Mun, Shatin

Remark: The list will be reviewed, revised and updated from time to time as appropriate.

Updated on February 2024