

Guidelines on the Use of Noticeboards, Display Boards, Notice Stands and Foam Board Stands in Common Areas on Campus (“the Guidelines”)

Preamble

1. Pursuant to paragraph 4.10 of the [Regulations on Posting of Materials on Campus \(the “Regulations”\)](#), the Guidelines set out the arrangements for using noticeboards, display boards, notice stands and foam board stands to promote activities and events in common areas on campus.

Definition

2. Words and expressions defined in the Regulations shall have the same meanings herein.

General

3. When physical posting is required, the Publicity Materials shall only be posted on Information Display Spaces, including display boards, notice stands, foam board stands, noticeboards and the designated banner locations (“Information Display Spaces”). Posting on other places is not allowed without the prior approval of the Estates Office.
4. Any posting of Publicity Materials that is in breach of the Regulations and the Guidelines will be removed without prior notice.
5. No commercial names/logos other than that of the co-organising/sponsoring companies of the Events shall appear on the Publicity Materials.
6. All Publicity Materials shall be fixed properly and securely on the Information Display Spaces.
7. The Publicity Materials will be disposed of without prior notice when the end date of posting is due unless permission is granted to extend the posting period. Due to limited Information Display Spaces in common areas on campus, priority will normally be given to Publicity Materials of new Events.
8. Temporary directional signs may be posted on common areas other than the Information Display Spaces on the date of the Events subject to prior approval of the Estates Office.

9. To cater for the special needs of academic/administration units and student organisations, e.g. during the orientation weeks or other major University-wide events, the Guidelines may be relaxed for a designated period of time and location. Each request shall be considered on its own merits.

Noticeboard

10. Noticeboards are designated in common areas, such as podia, lift lobbies and common corridors within campus and reserved for posting of Publicity Materials. A list of noticeboard locations is shown in **Annex 1**.
11. The Publicity Materials should not exceed A2 size. Only one copy of Publicity Materials for the same Events is allowed to be posted up on each noticeboard. Duplicated Publicity Materials or any Publicity Materials that cover up any other Publicity Materials on the noticeboards are not allowed and will be removed without prior notice.

Display Board and Notice Stand

12. Freestanding display board of size 900mm wide x 1800mm high, supported by stainless steel base plates and notice stand, for document size A4 or A3 (**Annex 2**), are available upon request.
13. Reservation of display boards or/and notice stands are available on a first-come, first-served basis via the [HKBU Students and Staff Services Platform](#).

Foam Board Stands

14. The Events' organisers who wish to place their own portable foam board stands (**Annex 3**), or other types of display stands/racks for posting Publicity Materials shall seek prior approval at least 3 working days in advance from the Estates Office.
15. Foam board stands shall only be allowed to be placed at the designated locations as shown in **Annex 4**. The Events' organisers should provide the size(s), the preferred location(s) and the duration of display to the Estates Office via eo@hkbu.edu.hk.
16. The Events' organisers shall place the foam board stands at the approved location(s) and

remove them immediately after the approved period of display. Placing of foam board stands for the same Event at close locations may not be considered.

17. Proper foam board stand weights shall be placed at the base of the foam board stands by the Events' organisers to avoid falling of the foam board stands under strong wind.

Review






18. The Guidelines may be reviewed as and when required.




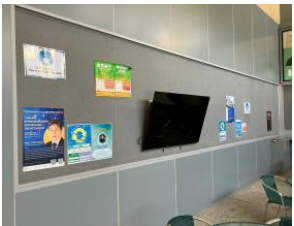


Enquiries







19. General enquiry: 3411 5688/ 3411 5660
Email: eo@hkbu.edu.hk





Revised in August 2024

Noticeboard Locations

Item	Locations	Photos for Reference
Ho Sin Hang Campus		
1.	Level 2, Fong Shu Cheun Car Park entrance (near security control room)	
2.	Inside lift car of Lift No. 2 (3 nos.) & Lift No. 3 (2 nos.), Fong Shu Cheun Library (Size approx. 450mm x 625mm)	
3.	Inside lift car of Lift No. 4 (2 nos.) & Lift No. 5 of Sir Run Run Shaw Building (Size approx. 450mm x 625mm)	
4.	Lift lobbies at Sir Run Run Shaw Building: Level 3, 4, 5, 7 & 8 (1 no. on each floor) Level 6 & 9 (2 nos. on each floor) (Typical size approx. 1120mm x 1120mm)	
5.	Inside lift car of Lift No. 6 – 8 (2 nos. per lift car) and Lift No. 12 (1 no.) of Science Tower (Size approx. 450mm x 625mm)	

Item	Locations	Photos for Reference
6.	Inside lift car of Lift No. 11 (2 nos.) at Christian Education Centre	
7.	Inside lift car of Lift No. 9 (3 nos.) & Lift No. 10 (2 nos.) at Oen Hall Building	
Shaw Campus		
8.	Level 4, Shaw Tower (near end of the bridge to Shaw Tower)	 
9.	<p>Lower ground floor, corridor to lift lobby David C. Lam Building (Size approx. 1200mm x 1100mm)</p> <p>(Size approx. 1500mm x 1100mm)</p>	 

Item	Locations	Photos for Reference
10.	Level 1, lift lobby at Wing Lung Bank Building for Business Studies (Size approx. 1500mm x 1200mm)	
11.	Level 1, lift lobby at David C. Lam Building (Size approx. 1800mm x 1200mm)	
Baptist University Road Campus		
12.	Level 1, corridor (2 nos. facing outdoor car park) at Academic and Administration Building (Size approx. 2100mm x 1200mm)	
13.	Corridor outside AAB204 at Academic and Administration Building (Size approx. 2400mm x 1200mm)	
14.	Level 3 near lift no. 5 at Academic and Administration Building (Size approx. 2400mm x 1200mm)	
15.	Corridor outside AAB504 at Academic and Administration Building (Size approx. 2400mm x 1200mm)	

Item	Locations	Photos for Reference
16.	<p>Level 5 near escalator at Academic and Administration Building (Size approx. 1800mm x 1200mm)</p> <p>(Size approx. 900mm x 1200mm)</p>	
17.	<p>Corridor outside AAB611 at Academic and Administration Building (Size approx. 2400mm x 1200mm)</p>	
18.	<p>Corridor outside AAB707 at Academic and Administration Building (Size approx. 2400mm x 1200mm)</p>	
19.	<p>G/F., lift lobby at Lee Shau Kee Communication and Visual Arts Building (Size approx. 700mm x 800mm)</p> <p>(Size approx. 1300mm x 800mm)</p>	

Display Board



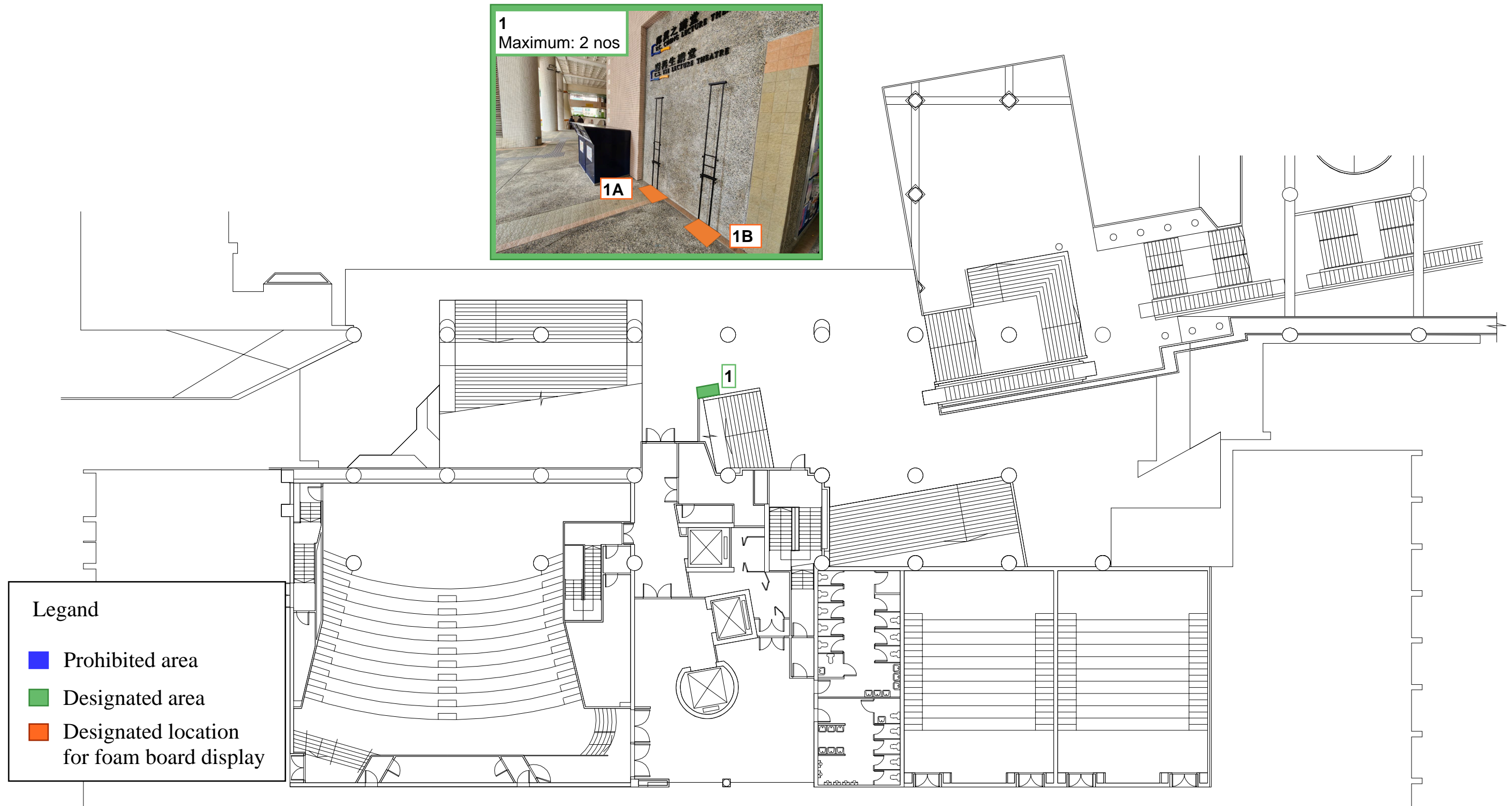
Notice Stand in A4 Or A3 Size



Foam Board Stand



Locations for Portable Foam Board Stands



Notes:

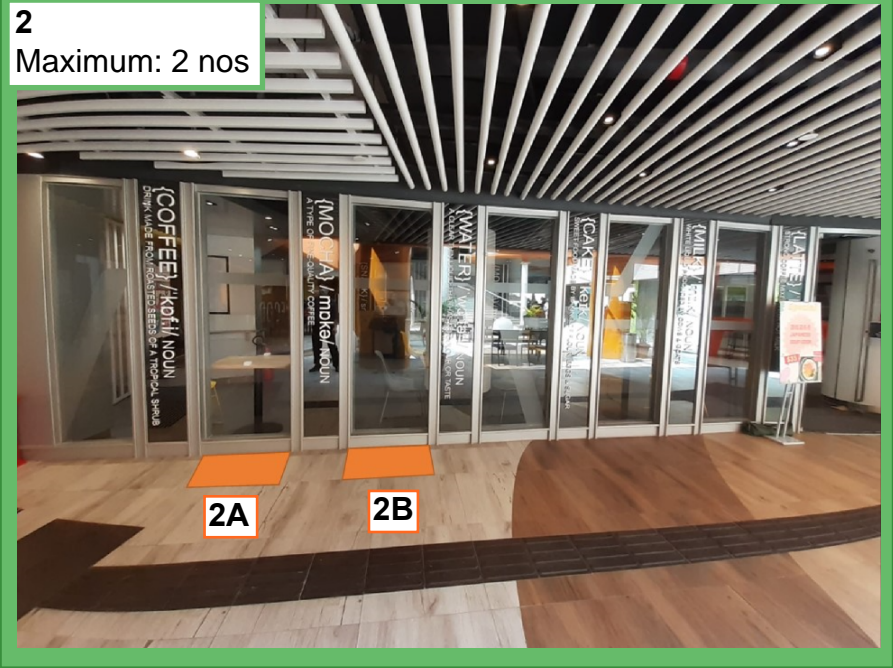
Subject to application for extension, the maximum period of display for each foam board display is 14 days.

Level 5, Cha Chi-ming Science Tower

Locations for Portable Foam Board Stands



2
Maximum: 2 nos

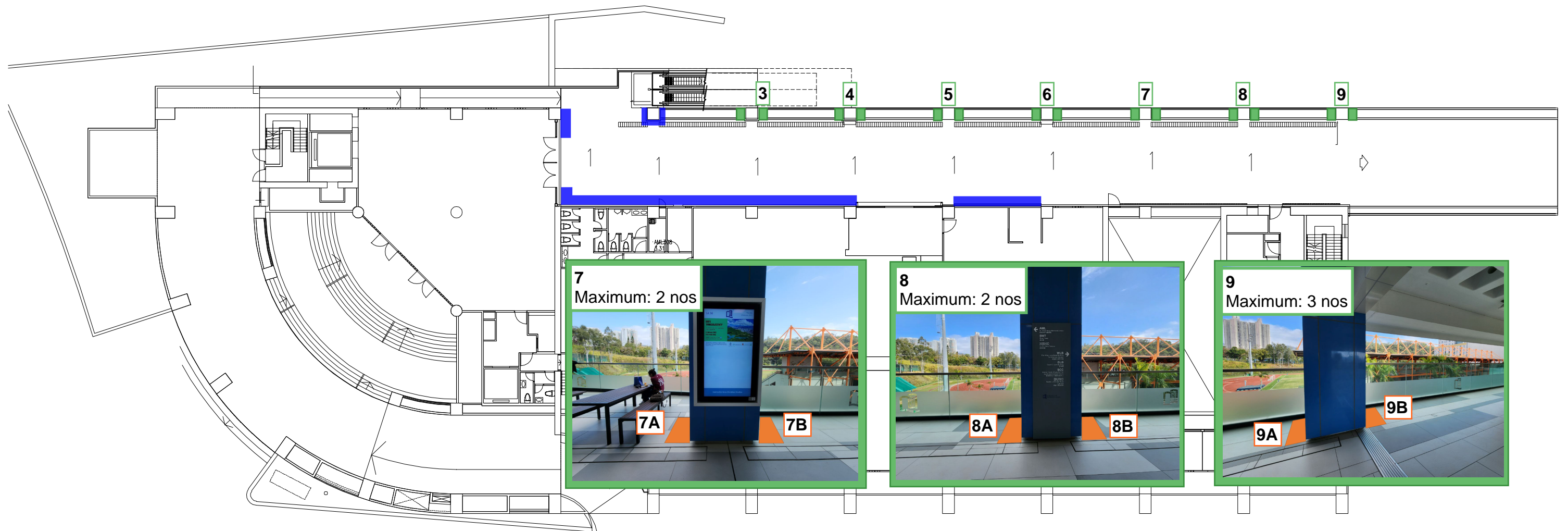
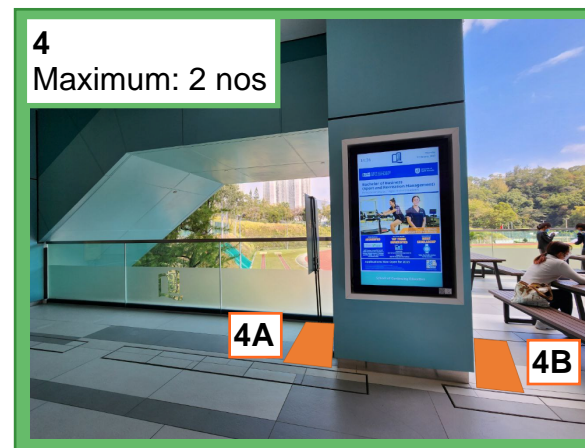
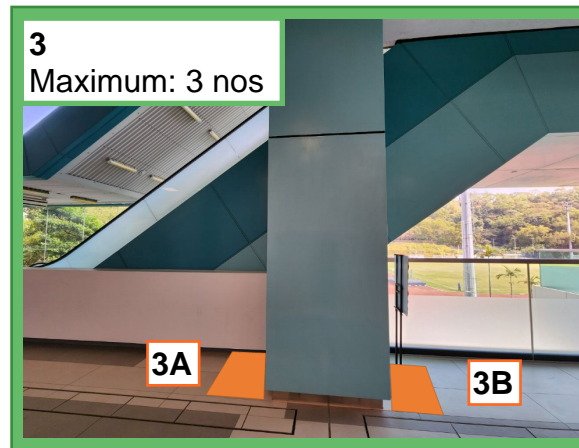


Legand

- Prohibited area
- Designated area
- Designated location for foam board display

Level 4, Sir Run Run Shaw Building

Locations for Portable Foam Board Stands

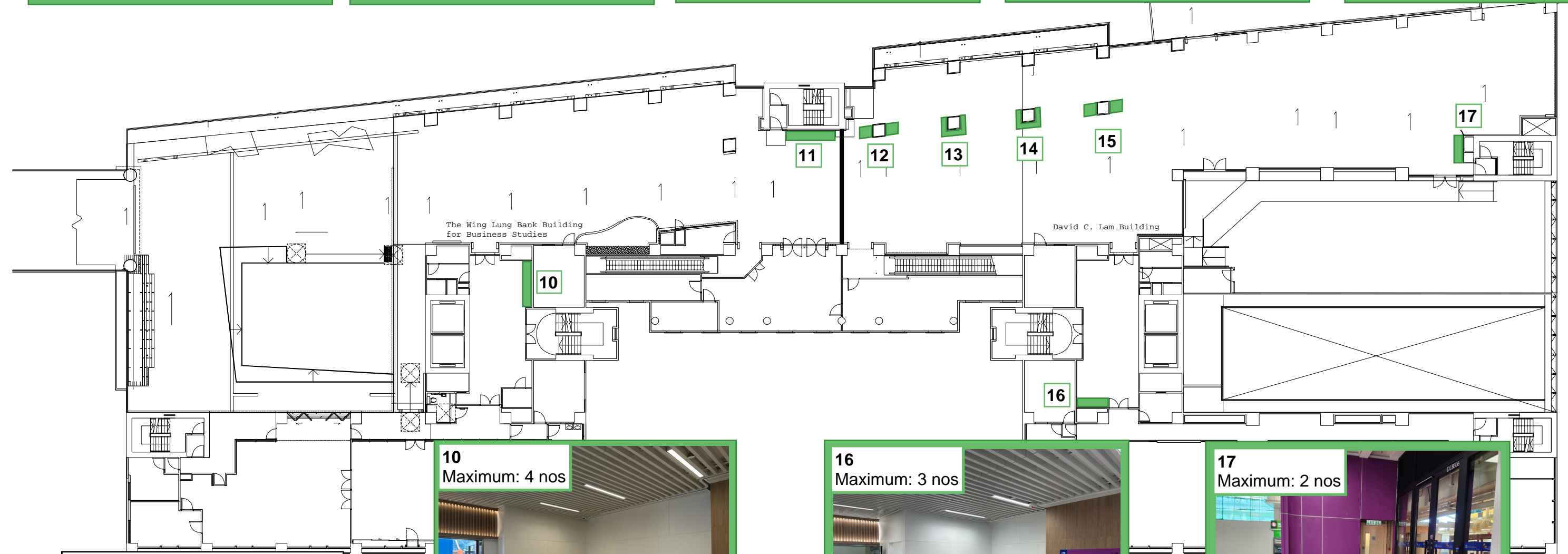


Legend

- Prohibited area
- Designated area
- Designated location for foam board display

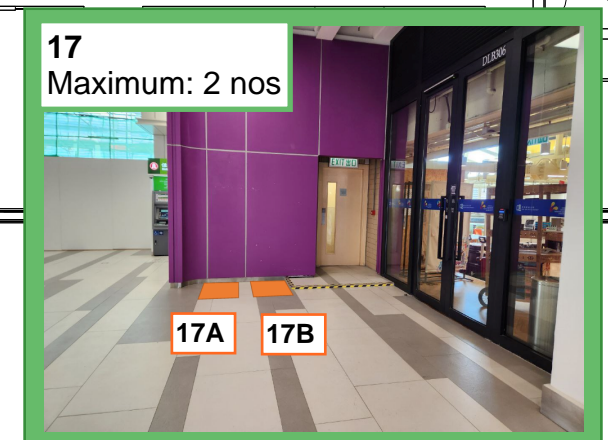
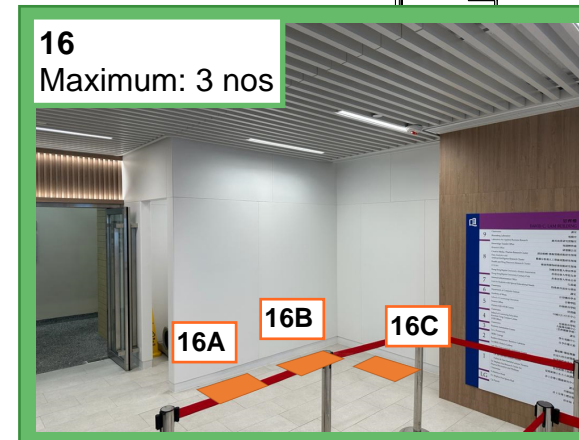
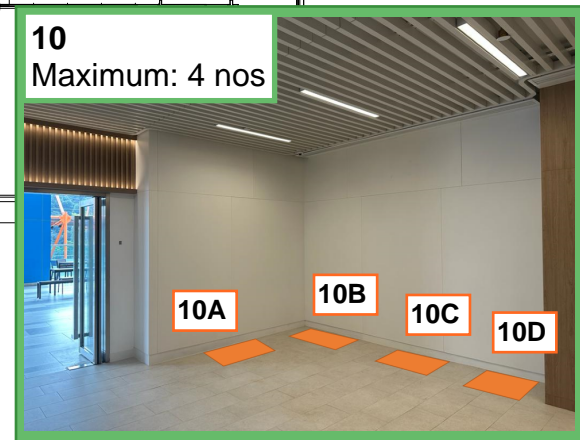
Level 3, Shaw Tower / Au Shu Hung Memorial Library

Locations for Portable Foam Board Stands



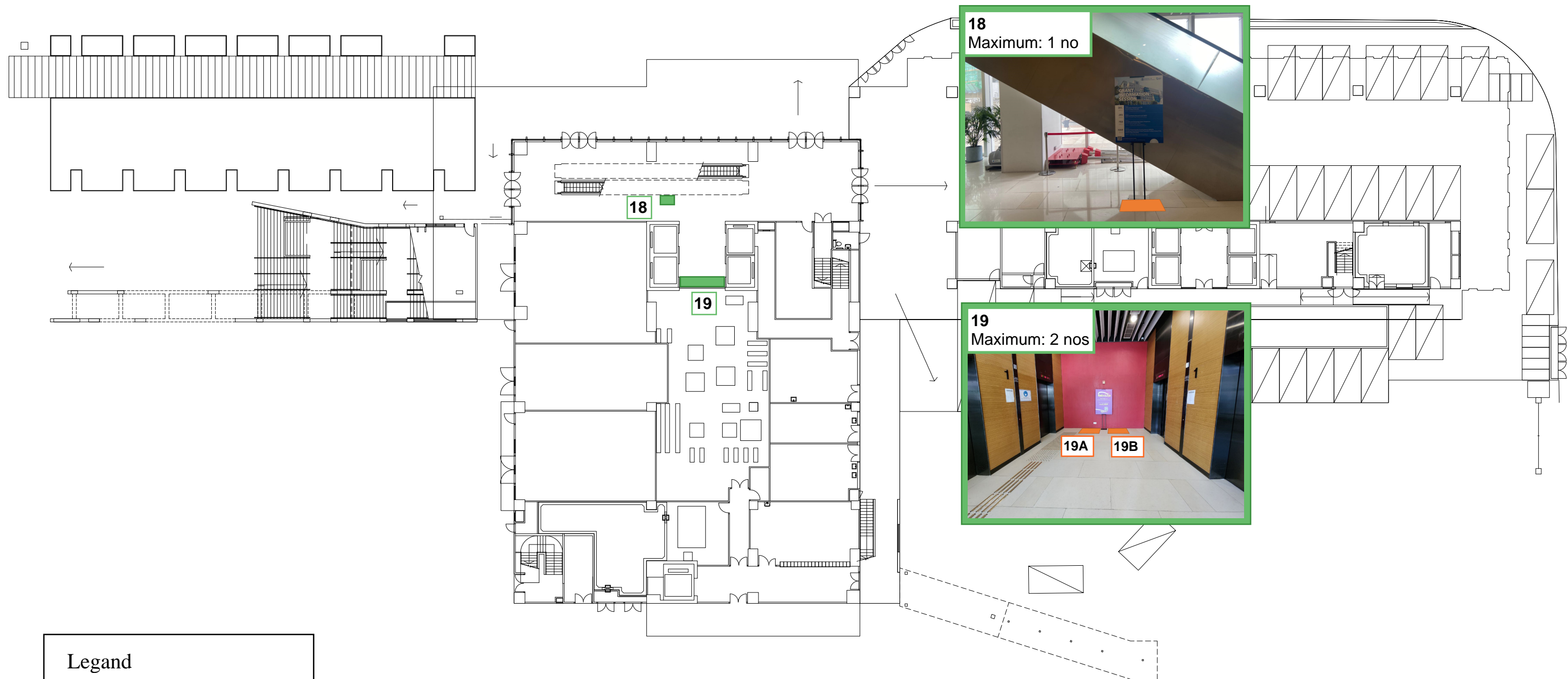
Legend

- Prohibited area
- Designated area
- Designated location for foam board display



Level 3, The Wing Lung Bank Building for Business Studies and David C. Lam Building

Locations for Portable Foam Board Stands



Level 1, Academic & Administration Building

Locations for Portable Foam Board Stands

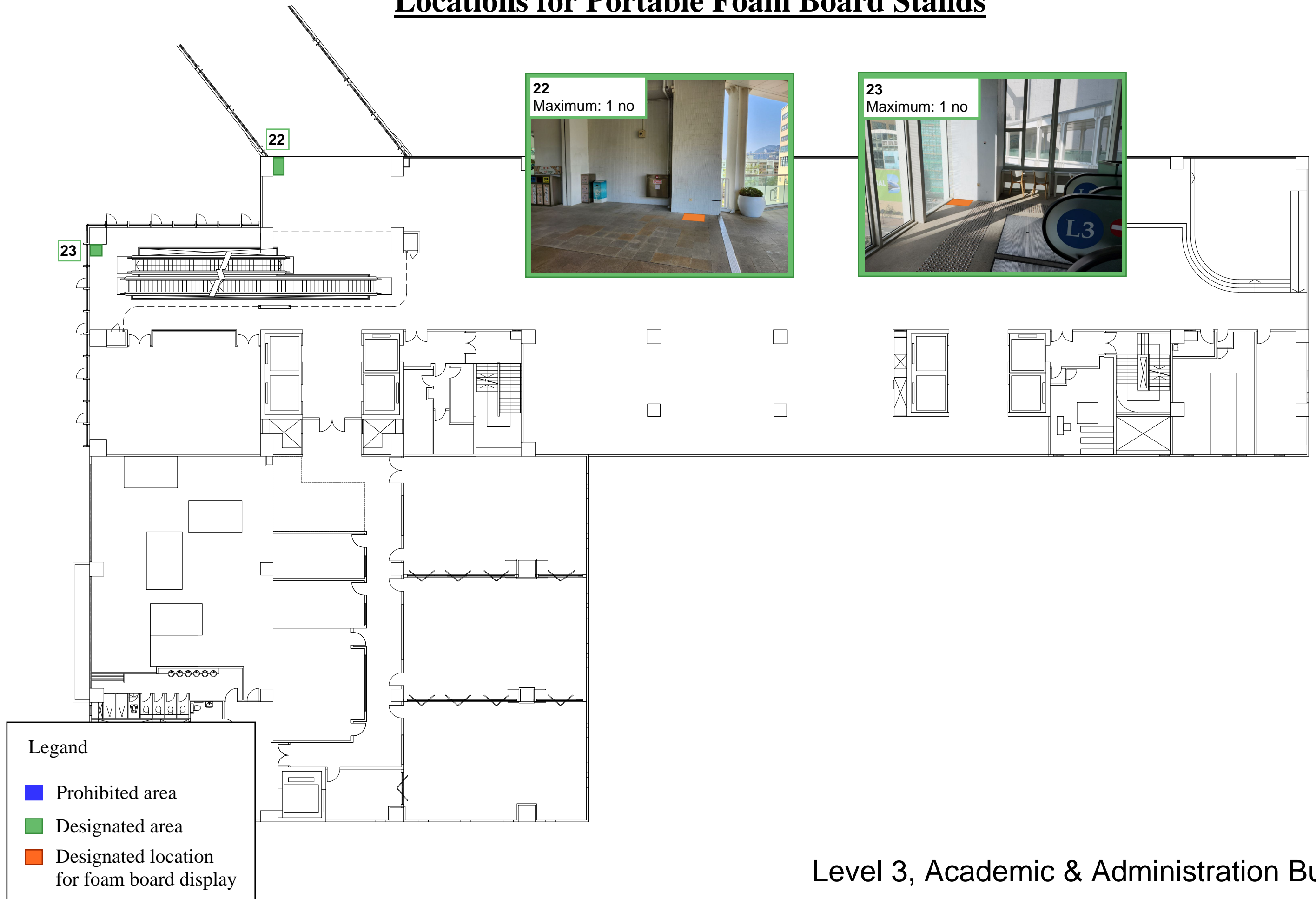


Legend

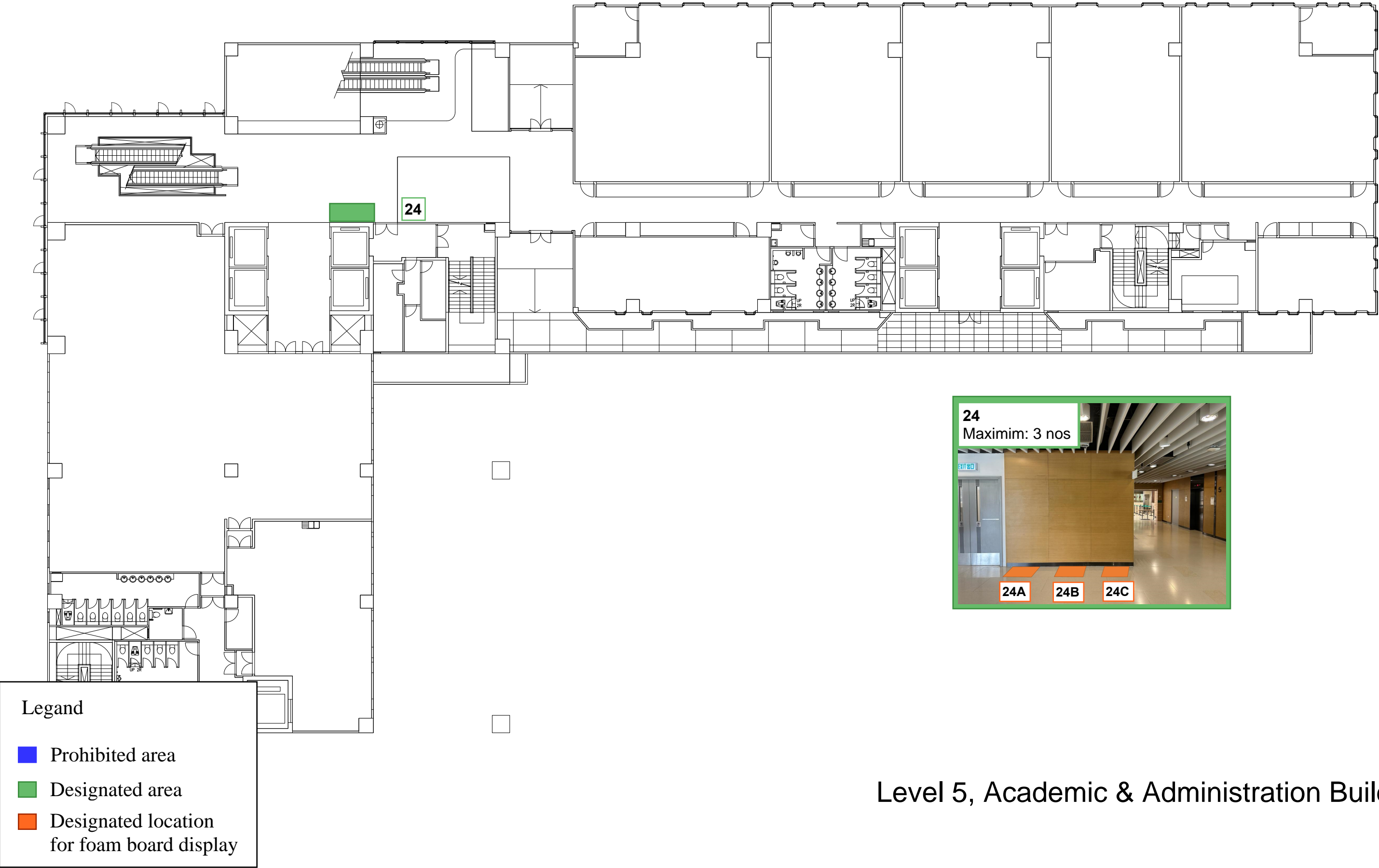
- Prohibited area
- Designated area
- Designated location for foam board display

Level 2, Academic & Administration Building

Locations for Portable Foam Board Stands



Locations for Portable Foam Board Stands



Level 5, Academic & Administration Building