

# Hong Kong Shue Yan University

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## Additional Procedures for Conducting Events, Activities and Lessons on Holidays

Due to the high electricity demand and operational costs to switch on the air-conditioning systems, additional procedures are necessary for conducting events, activities and lessons on school holidays. The staff concerned will need to email Facilities Management Office (FMO) ([fmo@hksyu.edu](mailto:fmo@hksyu.edu)) at least 10 working days in advance to ask for approval. After getting the formal approval of the Vice President (University Administration) via FMO, the staff concerned can access the online booking form to reserve the rooms. Below please find the venue-specific requirements:

Building	Venue	Requirements
Main Academic Building (including Lady Lily Shaw Hall)	All areas	<ul style="list-style-type: none"><li>Fully occupy at least 2 floors.</li></ul>
Residential and Amenities Building	LG2 Sport Hall	<ul style="list-style-type: none"><li>Reservation of LG2 Sport Hall on school holidays can be applied alone.</li></ul>
	All other areas	<ul style="list-style-type: none"><li>Fully occupy at least 2 floors or 3 rooms.</li></ul>
Research Complex	LG1 to LG5 Floor	<ul style="list-style-type: none"><li>Fully occupy at least 2 floors; or</li><li>Reservation of RLG 208 (Jockey Club Multimedia Production Centre) together with 3 rooms will be considered; or</li><li>Reservation of RLG 506 (Multiple Purposes Hall) together with 3 rooms will be considered.</li></ul>
	Low Block	<ul style="list-style-type: none"><li>Fully occupy at least 4 rooms.</li></ul>
	1/F-5/F High Block	<ul style="list-style-type: none"><li>Reservation of individual rooms on school holidays will be considered.</li></ul>

Taking weather (e.g., temperature, humidity) into consideration, FMO will decide whether to switch on the air-conditioning systems.

Please note that these additional procedures are required only for venue reservations on school holidays. For non-school holidays, reservation procedures remain unchanged and current practice is still adopted. If events/activities/lessons can be conducted without the need to switch on air-conditioners, staff concerned can directly access the online booking form to reserve the rooms as well.