



澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

智慧琴房使用守則

1. 預約說明

- 1.1 智慧琴房預約使用只能通過手機版 WeMust 操作，預約前請細閱本守則。
- 1.2 琴房內設有 24 小時監控，大學工作人員會定時巡查琴房，且有權要求使用者出示有效證明。
- 1.3 琴房使用費按小時計費，每小時收費澳門幣肆拾圓正 (MOP 40.00)。
- 1.4 科大校園智慧琴房開放時間為 07:00-22:30，擎天匯校區 R 鋪智慧琴房開放時間為 09:00-22:30。使用者須至少提前 1 日預約房間，每次預約使用時長以小時為單位，最短 1 小時，最長 3 小時。
- 1.5 預約使用時間內進入琴房需要掃描琴房張貼的二維碼，或打開 WeMust 預約界面，選擇“開門”；如在預約使用時間內暫時離開，重新進入可以使用以上方式開門。
- 1.6 如需取消預約，請至少在預約時間開始前 1 日操作。在此時間範圍內取消預約，系統將自動退費。取消使用需通過手機版 WeMust 的房間預約界面操作，取消預約後，可在 WeMust 房間系統的“預約記錄”中查詢；若未能在預約時間開始前 1 日取消預約，不作退款。
- 1.7 請於預約使用時間結束後 5 分鐘內離開琴房，若因個人原因未按時離開琴房而造成的一切不良後果及損失由使用者承擔，大學將保留追究其責任的權利。

注：在維護時間內，琴房將暫停對外開放，具體維護時間以通告為準。

1.4 和 1.6 提及的“1 日”為使用當日前一晚 23:59 前。

2. 琴房維護

- 2.1 使用者進入琴房時，應首先檢查設施狀況。如發現任何損壞或異常，須立即通過掃描琴房內張貼的 ChatMUST 二維碼或發送電郵至 gaservices@must.edu.mo 郵箱進行反饋，並請簡要描述問題及所在琴房編號，以便權責厘清與及時處理。
- 2.2 使用者應愛護並妥善使用琴房內所有設施。使用期間須保持琴房環境整潔，使用完畢後須將琴房還原至原本佈置狀態。如因使用者人為原因導致設施損壞、遺失或環境污損，使用者須承擔全部責任，包括但不限於照價賠償維修或更換費用，同時大學將保留進一



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步追究相關責任之權利。

- 2.3 琴房僅限用於練琴、演奏等音樂相關活動，嚴禁在內進行任何與音樂活動無關之行為，以確保場地專用及環境安寧。請愛護琴房外觀及內部設施，嚴禁任何形式的破壞、改動、張貼（如廣告、貼紙、宣傳海報及塗畫等）行為。嚴禁在琴房內飲食、吸煙，以免造成設備損壞、故障或引發蟲害，影響他人使用。違反以上規定者，須承擔相應責任，包括但不限於清潔、照價賠償維修或更換費用，同時大學將保留進一步追究相關責任之權利。
- 2.4 使用者在琴房內如發現他人遺留之財物，應即時通過掃描琴房內張貼的 ChatMUST 二維碼，發送電郵至 gaseservices@must.edu.mo 郵箱，或致電琴房內張貼的聯絡電話進行反饋，並請說明琴房編號與物品特征。請妥善保管私人物品。離開琴房（含暫時離開）前，務必確認隨身攜帶個人財物，請勿遺留任何貴重物品於琴房內。因使用者個人疏忽造成的財物損失或相關問題，概由使用者自行負責，大學不承擔任何賠償或保管責任。
- 2.5 如遇緊急情況，請立即撥打校園保安熱線 8897 2233 尋求幫助。



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Rules Governing the Use of the Smart Piano Rooms

1. Appointment Instructions

- 1.1 Smart piano room reservation can only be operated through the mobile version of WeMust. Please read this rule carefully before making an appointment.
- 1.2 There is 24-hour monitoring in the piano room, and university staff will regularly inspect the room and have the right to require users to provide valid evidence.
- 1.3 For the piano room is charged on hourly basis, with a fee of MOP 40.00 per hour.
- 1.4 The operating hours for smart piano room is from 7:00 to 22:30 at MUST Campus and from 9:00 to 22:30 at Praia Park-R2. The room reservation must be made at least one day in advance. With a minimum reservation time of 1 hour and a maximum reservation time of 3 hours. The reservation duration is measured in hours.
- 1.5 To enter the piano room during the appointment period, you need to scan the QR code or open the WeMust reservation record and select "Open Door"; If you leave temporarily during the appointment period, you also need to scan the QR code to reentry the room.
- 1.6 If you need to cancel the appointment, please cancel at least one day before the scheduled time.

Canceling the reservation within this time period will automatic refund by the system.

Cancellations must be made through the appointment interface of WeMust. After canceling the reservation, you can check it in the "Appointment Record" section of the WeMust; If the reservation is not canceled one day before the scheduled time, no refund will be issued.

- 1.7 Please leave the piano room within 5 minutes of the end of the usage time. If the user fails to leave the piano room on time due to personal reasons, all consequences and losses will be borne by the user, university will reserves the right to pursue liability.

Note: During the maintenance period, the piano room will be temporarily closed to the public.

Maintenance time will be notify by announcement.

"one day" mentioned in 1.4 and 1.6 refers to the day before 23:59 on the day of use.

2. Maintenance Instructions

- 2.1 Upon entering the piano room, users should inspect the condition of the facilities first. If any damage or abnormality is found, feedback must be submitted promptly by scanning the ChatMUST QR code posted in the room or by sending an email to gaservices@must.edu.mo.



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Please briefly describe the issue and the room number where it occurred to facilitate responsibility clarification and prompt resolution.

- 2.2 Users shall take good care of and properly use all facilities within the piano room. The environment must be kept clean during use, and the room must be restored to its original layout upon completion. If any damage, loss or environmental contamination occur due to user negligence, the user shall bear full responsibility, including but not limited to compensation at market value, repair or replacement costs. The University reserves the right to pursue further legal action as appropriate.
- 2.3 The piano room is exclusively for music-related activities such as practicing instruments and performances. All activities unrelated to the intended use are strictly prohibited, to ensure dedicated space utilization and maintain a peaceful environment. Please take care of the appearance and interior facilities of the piano room. Any form of damage, alteration, or posting (including advertisements, stickers, promotional posters, and graffiti) is strictly prohibited. Eating, drinking and smoking are strictly prohibited in the piano room to prevent equipment damage, malfunctions, or pests infestations that may affect others' use. Violators shall bear corresponding responsibilities, including but not limited to cleaning, repairs, or compensation at market value. The University reserves the right to pursue further legal action as appropriate.
- 2.4 If any property left by others is found, please report it promptly by scanning the ChatMUST QR code posted in the piano room, sending an email to gaservices@must.edu.mo, or calling the contact number posted in the piano room. Please safeguard personal belongings. Before leaving the piano room (including temporary departures), please ensure all personal belongings are taken, do not leave any valuables behind. The University assumes no liability for compensation or safekeeping regarding property loss or related issues arising from user negligence.
- 2.5 In case of emergency, please immediately call the campus security hotline at 8897 2233 for assistance.