

附件 1.

Attachment 1.:

## **課室使用規章** **Regulation of Classroom**

1. 課室主要提供給本校師生使用，如保安人員對場內人士身份有懷疑，有權要求用場人士出示職員證/學生證，以證明身份；
2. 在課室內必須全程配戴口罩，未符合規定者不得進入。
3. 注意個人衛生、與他人保持至少1米的距離及避免聚集。
4. 請勿在課室內飲食（樽裝水除外）、睡覺、吸煙、嬉戲、騷擾他人或擅自搬移桌椅/設備。
5. 嚴禁霸佔座位及為其他人預留座位，不得過夜存放個人物品。
6. 為避免干擾其他使用者，進入課室前應將行動電話設定靜音或關閉，如需使用請至室外接聽。
7. 請妥善保管個人物品，離開座位時請自覺帶走所有個人物品，如有遺失責任自負。
8. 課室內任何物品如有損毀或遺失，使用者必須負責並按價賠償，本校保留追究的權利。
9. 有關課室的使用，本校保留最終的決定權。
10. 大學可隨時因應實際需要修訂課室使用規章。

1. The classroom is mainly provided for the use of staff and students. If the security personnel have any doubts about the identity of the person in the room, they have the right to ask the person to show the staff card/student card to prove their identity.
2. Users must wear mask, those who fail to meet the regulations are not allowed to enter the classroom.
3. Beware of self-hygiene, keep a distance of at least 1 meter from others and avoid gatherings.
4. No food and drinks are allowed (Except bottled water). Smoking, horseplay or any disturbing behavior are forbidden in the study room.
5. Do not occupy seats in advanced or help others to occupy seats, and do not store personal belongings overnight.
6. In order not to disturb other users, please put your mobile device to vibrate mode or switch off, and take phone call outside the study room.
7. Please ensure for taking away all your belongings before leaving the seat.
8. If any items in the study room is damaged or lost, the concerned user has to take the responsibility for compensation. The University reserves the right for the accountability.
9. The University reserves the right for the final decision on the use of the venue.
10. The University may revise the rules and conditions of the use of venue at any time in response to actual needs.