



THE UNIVERSITY OF HONG KONG

GLOBAL LOUNGE CENTRE FOR HKU PARTNER UNIVERSITIES G/F Fong Shu Chuen Amenities Centre

A. Introduction

1. The University of Hong Kong is making available Business Centre facilities to its partner institutions for their academic work in Hong Kong. These facilities are located in the office area of the Global Lounge, one of the most modern and attractive areas of the main University campus, and include typical business centre facilities and equipment, access to a conference room, and options to hire the Global Lounge area itself for functions.
2. These facilities are provided, subject to availability, to invited institutions only, as a result of the academic partnership and collegiality that exists between our institutions, which will hopefully be enhanced through this arrangement.
3. The facilities may be used for any normal academic activity of the partner institution, either solely, or in partnership with The University of Hong Kong. Third parties or subcontracted parties will not be allowed to use the facilities.
4. Secretarial or support services will only be provided through separate arrangements.
5. The name (and crest/logo if desired) of those partner institutions using these facilities will be placed at the entrance to the Global Lounge office area.

B. Enquiries

1. Enquiries about the use and bookings can be directed to the Manager of the Global Lounge (Tel: 2219 4126 or Fax: 2291 0451), who is currently Ms UNG Lee Ling.

C. Charges

1. To cover the costs to HKU, there is a scale of charges for the use of the Business Centre and Global Lounge as follows:

Business Centre	:	HK\$3500 per month per desk
		HK\$1200 per week per desk
		HK\$500 per day per desk
Storage facilities (cabinet):		HK\$1000 per month
Global Lounge: Exclusive use		HK\$2000 per session (morning: 0900-1200, afternoon: 1400-1700 or evening: 1800-2100)
Non-exclusive use		HK\$1000 per session
Commercial use		HK\$5000 per session ("commercial" includes ticket sales or similar form of revenue generation)
2. The Business Centre charges will cover the following facilities:
 - Dedicated desk
 - Use of communal telephone, fax, photocopier and computer (international calls and faxes excluded)
 - High speed internet connection
 - Use of Conference Room for meetings
 - Electricity
 - Cleaning and management fees
3. Rates will be revised annually.

D. Notes

1. Dedicated equipment, telephone lines, answering machines etc. can be arranged at cost.
2. Communal facilities (such as the Conference Room and Global Lounge) are subject to availability.
3. Partner institutions will be held responsible for any damage that they may cause to space, furniture, equipment, or any other facilities through misuse
4. It is not possible to reserve the Fitness Room or Garden area.
5. Images of the Global Lounge may be seen at <http://www.hku.hk/admission/gl.htm>
6. The Business Centre space is around 50 sq m in area. A plan of the space is available at <http://www.hku.hk/u21/glspace.htm>
7. There is car parking on campus, but it is subject to availability and hourly charges.
8. The Global Lounge is only open at present from 0830 to 2200. Special arrangements can be made for use of the facilities outside these times, but may result in charges for staff overtime, security etc.
9. The address of the Global Lounge is:
Global Lounge,
The University of Hong Kong,
Pokfulam Road,
Hong Kong S.A.R.

E. Global Lounge (for events)

1. The Global Lounge has the following facilities:
 - a. Lounge seating for about 30
 - b. Total space for about 150 (stackable chairs can be arranged)
 - c. Audio-visual facilities (microphones, DVD player, high quality PA system, mixer, tvs, satellite tv system with headphones tuned to different screens, computer with high-speed internet connection, projectors for large screen presentations)
 - d. Café kiosk for non-alcoholic drinks and snacks
 - e. Welcome desk
 - f. Library of prospectuses from partner universities and their countries
 - g. Desks
 - h. Internet stations
2. The Global Lounge can be used for the following types of functions:
 - a. Talks and powerpoint presentations
 - b. Round table discussions
 - c. Films
 - d. Small group concerts
 - e. Displays and exhibitions
3. For booking of the Global Lounge area, hirers are required to pay a non-refundable deposit (1/3 of the total cost) on application and the outstanding charges incurred one week before the function and to liaise with the Global Lounge Manager on facility requirements at the time of application.
4. Cancellation of a booking must be made to the Global Lounge not later than seven working days before the function. Otherwise, a cancellation fee of \$100 will be charged.
5. Charge will be inclusive of the following facilities:
 - AV equipment (1 cabled microphone). For bookings requiring full access to AV equipment, technical support from the Classroom Services Unit will have to be arranged independently by the hirer.
 - Furniture (as in the Lounge). Hirer will be responsible for putting all furniture back to its original position at the end of use.
 - Air-conditioning, lighting.

6. Installation of additional lighting and sound equipment will be subject to discussions with, and subsequent prior approval from, the Manager of the Global Lounge.
7. Smoking is not allowed inside the Lounge.
8. Hirers are responsible for any loss of or damage to the furniture, fabrics and equipment inside the Lounge, or any loss resulting from the activities/functions/negligence act(s) of the hirers.
9. Publicity materials of the function may be posted in designated areas in the Lounge. Hirers are required to remove all the materials immediately after the function. Affixing of adhesive materials on painted surfaces is strictly forbidden.
10. Hirers are required to clean the place, clear all the rubbish and debris immediately after use.
11. Hirers are responsible for the orderly behaviour of participants and adherence to the regulations of the University.
12. Bookings will be cancelled when typhoon signal No. 8 or above is hoisted or black rainstorm warning signal is in force.
13. Maximum capacity of the Global Lounge is 150.
14. For functions involving ticket sales, the organization/society must be able to demonstrate they have introduced some control over the sale and are aware of the number of tickets sold.
15. All fire exits must be kept clear and be easily accessible at all times. Exit signs should be clearly visible and must not be obscured or covered.
16. In the event of any hirer disregarding advice from the Lounge or not fulfilling the requirements as stated in the booking form, the Lounge reserves the right to reject future applications.
17. There is an independently run cafe kiosk in the Global Lounge with which arrangements can be made for catering for events. In any event, only light snacks and drinks are to be served in the Lounge. Hirers will be held responsible should there be any incidents of illness arising from the food served if the café kiosk is not used. Outside caterers need to be approved by the Manager of the Global Lounge.
18. Hirers are required to take up appropriate insurance cover(s), if needed, for their activities and functions taking place within or outside the University campus. In a case where insurance cover cannot be arranged, the University and the participants should be notified accordingly.
19. Unless otherwise proved to be caused by the negligence of the University, neither the Global Lounge, the University nor any of its staff members shall be held liable for any kind of loss incurred by the hirers arising from hiring of the Global Lounge facilities.