



# CHI SUN LIBRARY ABOUT THE SPACE

The Chi Sun Library is a 24-hour learning and collaboration space, featuring quiet studying, co-working and lounging areas, reading corners, a mini theatre and a pool room. The space will also be fully-equipped to serve as a teaching hub for College-taught programmes such as the planned core-curriculum classes, speaker events, discussion forums and many more.

A) Common Area

The Common Area is furnished with bean bags and lounge chairs well-suited for casual gatherings and quiet reading, as well as more traditionally styled work tables for co-working purposes.

B) Study Corner (Quiet Zone)

The Study Corner is a quiet zone intended for private study and research. Please respect fellow users by keeping conversations in this area quiet and brief. Mobile phones and personal electronic devices should also be set on vibrate or silent; if you must use your mobile phone, please do so outside the Study Corner, or in the 3/F Lift Lobby.

C) Meeting Room

The Meeting Room is for academic purposes, such as group works and meetings. The Meeting Room can accommodate up to eight people at once, and is designed to create a comfortable collaboration space for students.

D) Mini Theatre

The Mini Theatre can accommodate up to 50 people, and is designed for screenings, lectures, talks, discussion forums, music performances and other small-scale events. The venue also features a surround sound audio system, a built-in projector, and a piano available for use with prior reservation. If the Mini Theatre is unoccupied at any given time, students are welcome to use the space as a reading corner.

E) Pool Room

The Pool Room is furnished with a full-sized pool table, intended to provide a relaxed environment for students to gather for recreational purposes.

The header features a black background with three white diagonal stripes on the left side. The text 'CHI SUN LIBRARY' and 'RULES AND REGULATIONS' is written in a bold, white, sans-serif font on the right side.

# CHI SUN LIBRARY RULES AND REGULATIONS

## OPENING HOURS – ALL DAY

1. The Chi Sun Library includes a common area, a quiet study corner, a meeting room, and mini theatre, and a pool room; the following rules and regulations are applicable to all areas of the Chi Sun Library.
2. All College policies on visitors apply to the Library. Visitors should be signed-in at the security counter as per usual process. Alternatively, a full list of all visitors containing full names, UIDs, blocks and room numbers can be submitted to the security counter before the start of an event.
3. Users must wear appropriate attire at all times when inside the Library. Please also remove your shoes when entering any carpeted areas of the Library.
4. Please be considerate to other users of the Library by setting your cell phones and other personal electronic devices to silent or vibrate mode. Please also keep your voice down if you need to use your cell phones. At all times, users should keep their noise level reasonable so as not to cause nuisance to neighbours.
5. Our security guards will be responsible for lowering the curtains in the Library after 11PM every day to minimise light pollution to the neighbourhood.
6. No food or beverages (except water) are allowed in the Library unless permission is granted by Tutors for specific College events.
7. There will be no removal of, or addition to, any existing equipment or furniture in the Library.
8. Students are responsible for keeping all furniture, equipments and the room in a clean and tidy condition.
9. Students are liable for any damages caused and are responsible to report any defected or damaged equipment to the College tutors.
10. Students are responsible for their personal property at all times and should never leave personal belongings unattended.
11. Students should not affix glue, scotch-tape, blu-tacks, nails or anything that would cause damage to the wall or any fixtures, fittings or furniture.
12. Students who fail to observe these regulations will be asked to leave the College Library. Offenders may result in immediate disciplinary action, including but not limited to written warning or suspension.
13. If there is an accident in the Library, report the case by calling 3917 1410 (Security Counter) or any Tutor as appropriate.



# MEETING ROOM RULES AND REGULATIONS

## OPENING HOURS – ALL DAY

1. The Meeting Room is for academic purposes, such as group works and meetings, of groups of three (3) or more only. Booking can be made via <https://cschku.skedda.com>, with priority given to College activities.
2. Prior booking is strongly encouraged to secure the use of the room. Each person can book up to two hours a day.
3. Only students of Chi Sun College are eligible to book the Meeting Room. Members of the Tutorial Team reserve the right to cancel any prior reservations for scheduled College events. You will be notified by email for such cases.
4. If the Meeting Room is unoccupied at any given time, you may use the space without prior booking. However, you must vacate the space immediately if a fellow student has made a reservation.
5. When using the Meeting Room, please be considerate of users in the neighbouring studying area by minimising any loud noises (i.e. media from personal electronic devices, speaking loudly on mobile phones, etc).
6. No food or beverages (except water) allowed in the Meeting Room unless permission is granted by Tutors for specific College events.
7. Students are responsible for keeping all furniture, equipments and the room in a clean and tidy condition.
8. Students are liable for any damages caused and are responsible to report any defected or damaged equipment to the College tutors.
9. Students are responsible for their personal property at all times and should never leave personal belongings unattended.
10. Students should not affix glue, scotch-tape, blu-tacks, nails or anything that would cause damage to the wall or any fixtures, fittings or furniture.
11. Members of the Security Team and Tutorial Team reserve the right to inspect the venue at any given time, and ban any students from using the room if necessary.
12. Students who fail to observe these regulations will be asked to leave the function rooms. Offenders may result in immediate disciplinary action, including but not limited to written warning or suspension.

# MINI THEATRE RULES AND REGULATIONS

## OPENING HOURS – 08:00 to 23:00

1. Prior booking is encouraged to secure the use of the room. Each person can book up to three hours a day. Booking can be made via <https://cschku.skedda.com>, with priority given to College activities.
2. Only students of Chi Sun College are eligible to book the Mini Theatre. Members of the Tutorial Team reserve the right to cancel any prior reservations for scheduled College events. You will be notified by email for such cases.
3. If you would like to use the piano in the Mini Theatre, you must make a prior reservation of the room. Please also make sure to close the doors when using the piano to minimise disturbances to other users of the Library.
4. If the Mini Theatre is unoccupied at any given time, you may use the space without prior booking. However, you must vacate the space immediately if a fellow student has made a reservation.
5. No food or beverages (except water) are allowed in the Mini Theatre unless permission is granted by Tutors for specific College events.
6. Students are responsible for keeping all furniture, equipments and the room in a clean and tidy condition.
7. Students are liable for any damages caused and are responsible to report any defected or damaged equipment to the College tutors.
8. Students are responsible for their personal property at all times and should never leave personal belongings unattended.
9. Students should not affix glue, scotch-tape, blu-tacks, nails or anything that would cause damage to the wall or any fixtures, fittings or furniture.
10. You are advised not to lock the door of the room. Members of the Security Team and Tutorial Team reserve the right to inspect the venue at any given time, and ban any students from using the room if necessary.
11. Students who fail to observe these regulations will be asked to leave the function rooms. Offenders may result in immediate disciplinary action, including but not limited to written warning or suspension.

# POOL ROOM RULES AND REGULATIONS

## OPENING HOURS – 08:00 to 23:00

1. Prior booking is necessary to secure the use of the room. Each person can book up to two hours a day, with possibility of extension on-the-day for an additional 2 hours, subject to availability. Booking can be made via <https://cschku.skedda.com>.
2. Only students of Chi Sun College are eligible to book the Pool Room. Members of the Tutorial Team reserve the right to cancel any prior reservations for scheduled College events. You will be notified by email for such cases.
3. The room must be checked in by the same student making the booking. To gain access to the Pool Room, you must show the confirmation email of your booking with your UID card to obtain the keys from the 4/F Security Counter. Your student card will be collected and kept by the Security.
4. The Office preserves the right to allocate the room to other students if the room is not checked-in within the first 15 minutes.
5. No food or beverages are allowed on the pool table.
6. There will be no removal of, or addition to, any existing equipment in the Pool Room.
7. Students are responsible for keeping all furniture, equipments and the room in a clean and tidy condition
8. Students are liable for any damages caused and are responsible to report any defected or damaged equipment to the College tutors.
9. Students are responsible for their personal property at all times and should never leave personal belongings unattended.
10. Students should not affix glue, scotch-tape, blu-tacks, nails or anything that would cause damage to the wall or any fixtures, fittings or furniture.
11. You are advised not to lock the door of the room. Members of the Security Team and Tutorial Team reserve the right to inspect the venue at any given time, and ban any students from using the room if necessary.
12. Door key must be returned immediately during check-out before collecting the student card.
13. Students who fail to observe these regulations will be asked to leave the function rooms. Offenders may result in immediate disciplinary action, including but not limited to written warning or suspension.