

## 龐萬倫學生中心海報架使用規則

### User Guidelines of Poster Holders at Pommerenke Student Centre

1. 龐萬倫學生中心設有指定海報架供張貼海報作宣傳活動之用；海報只限張貼於海報架內，其餘範圍（龐萬倫學生中心樓梯間、入口玻璃門、玻璃窗、大堂、牆壁等）均嚴禁張貼／擺放任何宣傳物品，所有違規之物品將被視作垃圾處理，不作另行通知。  
To facilitate the promotion of events, poster holders are installed at the Pommerenke Student Centre for poster post up. Posters should be put inside the poster holders only, while other areas (including stairs, entrance door, window, lobby, walls, etc.) are restricted from posting. All unauthorized materials will be cleared and discarded without any notice.
2. 海報架屬大學財產，使用者不得擅自作出任何改動。  
Poster holders are properties of the University. Users are not allowed to make any alterations to the holders.
3. 任何人士不得擅自使用海報架，申請者於張貼海報前必須攜同需要張貼之海報前往龐萬倫學生中心一樓學生事務處服務台辦理申請。學生事務處有權移除所有違規張貼之海報並作垃圾處理。  
Users should bring the posters to the **Office of Student Affairs' Service Counter at 1/F Pommerenke Student Centre** for application before posting up posters. All unauthorized posters will be cleared and discarded by Office of Student Affairs.
4. 申請者必須為已於中大學生會或各書院學生會註冊之團體，或大學所屬單位。  
The poster holders are for the use of student associations registered under The Student Union of The Chinese University of Hong Kong or Colleges' student unions, and units of the University only.
5. 張貼之海報必須蓋上申請部門／團體之印章，申請手續辦妥後，學生事務處將於該海報蓋章及標明張貼之到期日。申請者可自行把已蓋上學生事務處印章之海報張貼於空置的海報架。  
The poster must be stamped with the official chop of the association/unit. Upon completion of the application procedure, the poster will be stamped with the official chop of the Office of Student Affairs and the post up due date. Posters should then be posted by the users at vacated poster holders.
6. 海報之張貼時限為兩星期，學生事務處有權移除所有逾期張貼之海報並作垃圾處理。  
The reservation of a poster holder lasts for a maximum of two consecutive weeks. The Office of Student Affairs shall have the authority to clear and discard any expired posters.
7. 海報嚴禁展示淫褻及不雅內容，以及粗言穢語。  
Display of obscene and indecent poster, and the use of abusive language is not allowed.
8. 海報嚴禁作出人身攻擊。  
Poster making personal attack is strictly prohibited.
9. 海報內容不得為商業活動。  
No commercial promotions are allowed.
10. 每張海報之尺寸不得少於A4紙張或超過A3紙張之大小。  
The size of a poster should not be smaller than A4 paper size or bigger than A3 paper size.
11. 學生事務處恕不負責任何海報之遺失或損壞。  
Office of Student Affairs shall not be liable in any circumstances for any loss or damage of posters.

12. 使用者如有違反使用規則，學生事務處有權停止其使用權利，最長可達六個月。  
Any violation of the user guidelines or regulations may result in termination of the use of poster holders up to 6 months.
13. 如有查詢，請致電學生事務處服務台（電話：3943 8650）。  
For enquiry, please contact the OSA Service Counter at (Tel: 3943 8650).
14. 學生事務處有權於任何時間對本規則作出修改。  
Office of Student Affairs reserves the right to amend the terms and conditions of the user guidelines.
15. 倘中文版本與英文翻譯本有任何歧異或不一致，概以中文版本為準。  
The Chinese version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.