

To All Users and Organizations:

Venue Usage and Management Regulations (Effective Immediately)

To maintain proper venue order and usage, all users and organizations are kindly requested to observe the following arrangements:

1. All lessons, packing, and departure procedures must be completed within the booked period. **Overtime use is not permitted.**
2. Please use only the assigned room. **Unauthorized changing, occupying, or entering of other rooms is strictly prohibited.**
3. To maintain cleanliness and protect the equipment, please do not eat inside the practice rooms. After using the venue, please dispose of rubbish properly and return all items, stools, music stands, and equipment to their original positions.
4. **Do not place any items in corridors, behind doors, public areas, within door opening areas, or at emergency access points**, as this may cause obstruction, damage, or inconvenience to other users.
5. Please do not place music stands, stools, or other items behind doors or within door opening areas, as this may cause collisions, damage, or accidents.
6. The reception workstations and staff seats are for authorized company staff and approved persons only. Without the Company's consent, no person may use or remain in such areas, or use them for work, eating, charging devices, storing belongings, or other unauthorized purposes.
7. Please handle all instruments, equipment, and facilities with care, and return them to their original positions and condition after use. Without prior approval from the Company, items must not be removed from their original rooms, significantly adjusted, or used for purposes other than their intended use.
8. **The venue is equipped with CCTV systems** for security and venue management.
9. Booking holders and organizations are responsible for the conduct of their accompanying persons, staff, teachers, and students while using the venue. In the event of damage, loss, improper use, or other situations affecting venue operations, the Company reserves the right to investigate based on booking records, CCTV footage, and relevant information, and to request compensation where appropriate.
10. In cases involving overtime use, unauthorized room changes, obstruction, leaving rubbish behind, failure to restore equipment, improper use of venue facilities, or other improper behavior affecting venue operations, the Company reserves the right to issue warnings, restrict bookings, adjust usage arrangements, suspend usage, or terminate usage rights.
11. Without prior written consent from the Company, no individual or organization may present or imply in any way that the venue serves as its fixed school address, teaching centre, branch, operating base, management office, correspondence address, mailing address, or any similar purpose. If the venue name or address is used in any public information, website, social media, or promotional material, such content must not cause misunderstanding or confusion.
12. All users must comply with venue arrangements and these regulations. The Company reserves the right to make arrangements, adjustments, and management decisions according to actual circumstances. In the event of any dispute, **the Company reserves the right of final decision.**

Thank you for your cooperation in maintaining a pleasant and orderly environment.

致 各租用者及使用者：

場地使用及管理守則（即時生效）

因應場地使用量持續增加，為保障各使用者之正常使用及維持場地秩序，敬請各使用者及機構留意及遵守以下安排：

1. 所有課堂、收拾及離場程序，必須於預約時間內完成，**使用者不得超時使用房間。**
2. 請按已安排之房間使用，**嚴禁擅自更換、佔用或進入非已安排之房間。**
3. 為保持場地整潔及避免影響設備，請勿於樂器房內進食。使用場地後，請自行清理垃圾，並將所有物品、琴櫈、譜架及設備放回原位。
4. **嚴禁將任何物品放置於通道、門後、公共空間、房門開啟範圍或逃生位置**，以免造成阻礙、碰撞、損壞或影響其他使用者。
5. 請勿將譜架、琴櫈或其他物品放置於房門後方或房門開啟範圍內，以免其他使用者開門時造成碰撞、損壞或意外。
6. 接待處內之工作位置及員工座位屬本公司工作區域，僅供本公司工作人員及經本公司同意之人士使用。無論本公司工作人員是否在场，任何人士未經本公司同意，不得擅自使用、佔用或長時間停留，亦不得作辦公、進食、充電、存放物品或其他非場地安排用途使用。
7. 使用場地內之樂器、器材及設備時，請小心使用及妥善還原至原有位置及狀態。未經本公司同意，請勿擅自搬離原有房間、作大幅調動或作非原定用途使用。
8. **本公司設有閉路電視系統**，以保障場地安全、設備及使用秩序。
9. 所有預約人及機構須對其同行人士、職員、老師及學生之場地使用行為負責。如出現設備損壞、物品遺失、不當使用場地或其他影響場地運作之情況，本公司將按預約紀錄、閉路電視紀錄及相關資料跟進及追究責任，並保留要求相關賠償之權利。
10. 如因超時使用、擅自更換房間、阻塞通道、遺留垃圾、未有還原設備、不當使用場地設施、影響其他使用者或其他不當使用情況而影響場地運作，本公司將視乎情況作出提醒、警告、限制預約安排、調整使用安排、暫停或終止使用權。
11. 未經本公司書面同意，任何人士或機構不得以任何方式令人誤以為其於本場地設有固定校址、教學中心、分校、營運據點、管理據點、通訊地址、郵寄地址或其他類似用途。如需於公開資訊、網站、社交媒體或宣傳資料中使用本場地名稱或地址，請確保相關內容不會造成誤解或混淆。
12. 所有使用者必須遵守場地安排及使用守則。本公司有權按實際情況作出安排、調整及管理，如有任何爭議，**本公司保留最終決定權。**

感謝各使用者及機構配合及遵守上述安排，共同維持良好及有秩序之使用環境。