

宣傳品擺放申請指引 | Application Guidelines for Promotion Display

申請指引

- 1 只接受香港中文大學附屬的學生團體申請於伍宜孫書院（下稱“書院”）的指定範圍宣傳該團體的活動，惟本院學生團體優先。
- 2 可供申請擺放的宣傳品類別、規格、位置及其他須知詳列於附件一。
- 3 宣傳品不得包含(包括但不限於)涉嫌違法、暴力、色情、冒犯性、商業宣傳、受版權保護、需支付版稅及/或侵犯知識產權等的內容。
- 4 只有經申請團體及伍宜孫書院蓋印的宣傳品方可於獲准日期被擺放於獲准之地點。
- 5 若發現下列情況，書院將立即移除該等宣傳品而不作另行通知，並按情況考慮中止其申請、沒收按金、取消日後申請資格及/或保留向相關團體追究之權利等。
 - 5.1 未經批准的宣傳品或超逾批准數量的宣傳品被擺放於書院範圍
 - 5.2 已獲准的宣傳品被擺放於非指定地點或逾期擺放
 - 5.3 宣傳品被發現包含違法、暴力、色情、冒犯性、商業宣傳、受版權保護、需支付版稅及/或侵犯知識產權等的內容。
 - 5.4 因不當擺放宣傳品或宣傳品損毀而阻礙他人、為他人帶來危險、影響路面交通及/或污染環境。
- 6 若宣傳品於擺放期間有任何損毀或遺失，書院概不負責。
- 7 書院保留於書院範圍擺放宣傳品及處理相關申請之最終決定權。

申請程序

- 1 如欲申請擺放宣傳品，請細閱及承諾遵守申請指引，並遞交網上表格 (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13725601>)。
- 2 如申請獲接納，申請人將收到電郵通知。申請人須於指定日期前帶備以下證件及物品**親身**到伍宜孫書院學生輔導處繳交按金及辦理申請手續。
 - 2.1 申請人的中大學生證
 - 2.2 已蓋印及簽署的申請確認表格
 - 2.3 申請團體印章
 - 2.4 申請擺放的宣傳品實物
 - 2.5 按金（只收現金，不設找續）
- 3 完成辦理申請手續並獲批准者，書院將於宣傳品上蓋印。獲准擺放宣傳品的團體需自行於獲批准擺放日期及地點擺放宣傳品，並於擺放期限前自行取回。
- 4 申請人本人須於按金退還期限之前及辦公時間內到伍宜孫書院學生輔導處出示其學生證及已取回的所有宣傳品，方可取回按金。逾期擺放宣傳品或未能於按金退還期限前完成手續者，其按金會被沒收。
- 5 如宣傳品申請日期及位置有任何爭拗，以書院紀錄為準。

查詢 - 伍宜孫書院學生輔導處

電話：3943 3934 | 電郵：info.wys@cuhk.edu.hk | 地址：伍宜孫書院西座地下高層 UG09 室

辦公時間：

星期一至四	上午 8 時 45 分至下午 1 時；下午 2 時至 5 時 30 分
星期五	上午 8 時 45 分至下午 1 時；下午 2 時至 5 時 45 分
星期六、日及公眾假期	關閉

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Application Guidelines

1. Only student bodies affiliated with The Chinese University of Hong Kong (CUHK) may apply to display promotion items within the designated areas of Wu Yee Sun College (hereafter “the College”), with priority given to student bodies of Wu Yee Sun College.
2. The types, size, locations, and other details of promotion items eligible for application are listed in Appendix 1.
3. Promotion items must not contain (including but not limited to) content that is suspected to be illegal, violent, obscene, offensive, commercial in nature, copyrighted, royalty-bearing, and/or infringing intellectual property rights.
4. Only promotion items stamped by **both** the applicant’s student body and Wu Yee Sun College can be displayed within the approved period and locations.
5. The College will immediately remove promotion items without prior notice if any of the following situations arise. Depending on the circumstances, the College may also suspend the application, forfeit the deposit, disqualify future applications, and/or reserve the right to pursue further action against the student body involved.
 - 5.1 Promotion items that are unapproved or exceed the approved quantity are displayed within the College
 - 5.2 Approved promotion items are NOT displayed at designated locations or beyond the approved period
 - 5.3 Promotion items containing illegal, violent, obscene, offensive, commercial, copyrighted, royalty-bearing, and/or intellectual property-infringing content
 - 5.4 Improper placement or damage of promotion items that obstruct others, cause safety hazards, disrupt pedestrian flow, and/or pollute the environment
6. The College bears no responsibility for any damage or loss of promotion items during the display period.
7. The College reserves the final decision on the placement of promotion items and the processing of related applications within the College.

Application Procedures

1. To apply for promotion display, applicants must read and agree to comply with the Guidelines and submit the online application form (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13725601>).
2. If the application is approved, the applicant will receive an email notification. The applicant must, before the specified deadline, bring the following documents and items in person to the College Dean of Students’ Office to submit the deposit and complete the application procedures:
 - 2.1 Applicant’s CU Link Card
 - 2.2 Printed confirmation form with required stamp(s) and signature
 - 2.3 Stamp of student body
 - 2.4 Physical copies of all promotion items to be displayed
 - 2.5 Deposit (cash only; tender exact amount)
3. Upon completion of the procedures and approval, the College will stamp the promotion items. Approved student bodies are responsible for placing the stamped materials at the designated locations within the approved period and retrieving them before the deadline.

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4. The applicant must present their CU Link Card and all retrieved promotion items at the College Dean of Students' Office in person within office hours before the deposit refund deadline to collect the deposit. Deposit will be forfeited for late retrieval or failure to complete the refund procedures before the deadline.
5. In case of any disputes regarding approved dates or locations for promotion display, the College's records shall prevail.

Enquiry - Dean of Students' Office, Wu Yee Sun College

Phone: 3943 3934 | **Email:** info.wys@cuhk.edu.hk | **Address:** UG09, UG/F, West Block Wu Yee Sun College

Office Hour:

Monday – Thursday	8:45am – 1:00pm; 2:00pm – 5:30pm
Friday	8:45am – 1:00pm; 2:00pm – 5:45pm
Saturday, Sunday & Public Holiday	CLOSED

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附件一：可供申請擺放的宣傳品類別、規格、位置及其他須知 **Appendix 1: Type, Size, Location and Other Remarks for the Promotion Items**

	呎吋	擺放位置 (相片見附件二)	每次可擺放數量	按金
海報	不得大於 A4	升降機內(學生團體) 告示板	2 張 (東座及西座各 1 張)	HK\$40
海報	不得大於 A4	升降機內(學生團體) 告示板及宿舍樓層電梯大堂告示板(右邊兩行) <i>*只限伍宜孫書院學生團體申請</i>	14 張 (東座及西座各 7 張)	HK\$40
座枱宣傳品	不得大於 20cm (長) × 20cm (寬) × 25cm (高)	學生飯堂(只可擺放於桌子上)	最多 5 個	每件 HK\$20
橫幅	不得大於 8 英尺 × 3 英尺(約 2.5m×1m)	書院外欄杆	1 張	HK\$100

備註：

1. 每次申請的擺放期限最長為 2 星期
2. 如遇惡劣天氣，書院或會先移除橫幅，並通知該橫幅位置的申請者。

	Size	Location (See Appendix 2 for Photos)	Quantity	Deposit
Poster	Max. A4	[Student Organizations] Notice Boards inside the Lifts of East Block and West Block (One poster per Block)	2 (1 per East Block and West Block)	HK\$40
Poster	Max. A4	[Student Organizations] Notice Boards inside Lifts and Notice Boards at Lift Lobbies of Hostel Floors [Two Columns on the Right] of East Block and West Block <i>*WYS Student Bodies ONLY</i>	16 (8 per East Block and West Block)	HK\$40
Table Stand	Max. 20cm (L) × 20cm (W) × 25cm (H)	Student Canteen (on tables only)	Max. 5	HK\$20 Each
Banner	Max. 8ft. × 3ft. (~2.5m×1m)	Railings outside College	1	HK\$100

Remarks:

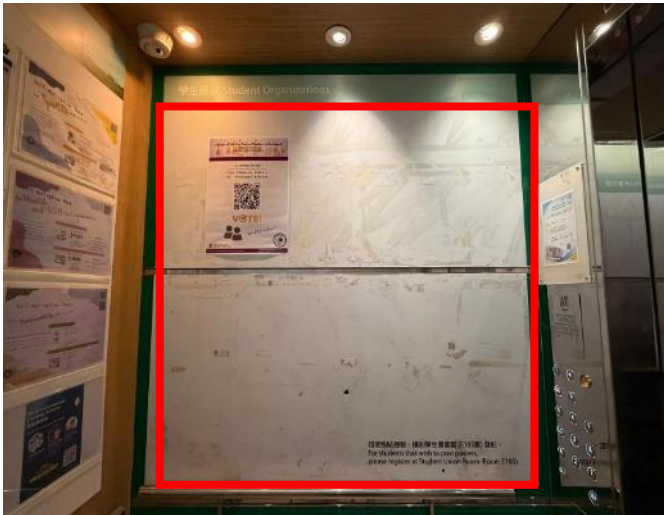
1. The maximum display week is TWO WEEKS.
2. In case of adverse weather, the College may remove the banner(s) in advance and notify the applicant afterwards.

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附件二：宣傳品擺放位置相片 Appendix 2: Photos of Locations for Promotion Display

升降機內(學生團體) 告示板

[Student Organizations] Notice Boards inside the Lifts of East Block and West Block (One poster per Block)



宿舍樓層電梯大堂告示板(右邊兩行)

Notice Boards at Lift Lobbies of Hostel Floors [Two Columns on the Right] of East Block and West Block
*只限伍宜孫書院學生團體 WYS Student Bodies ONLY



學生飯堂(只可擺放於桌子上)
Student Canteen (on tables only)



書院外欄杆
Railings outside College

