



c!ab Student Organization Booking Scheme (SOBS) – House Rules

Agreement

Introduction:

All users of c!ab must follow these **House Rules**. **Failure to do so may result in termination of registration or denial of access to or use of our premises or facilities.**

House Rules:

1. Users have to BE CONSIDERATE as the Creativity Laboratory is a common space for all College students.
2. All tools, equipment, and other resources, other than the approved rental items, must remain in c!ab. Kindly tidy up and clean the working area, and return the tools to their original spot after use.
3. All tools and equipment should be maintained in good condition and kept in the original storage area after use. Users may be charged to compensate for any damaged properties found.
4. Booking and training are required for the use of certain equipment. Please refer to the online booking system of the College website (<https://wys.cuhk.edu.hk/whole-person-development/clab/>) for more details. Please contact c!ab staff at 3943-3934 for details.
5. Users must submit **SOBS Material Storage Form** if they wish to apply for overnight storage for a particular item. Users must take responsibility for labeling the stored items with their name and phone number. Unregistered and without labelling materials left overnight in c!ab will be confiscated without bearing any responsibility for their loss or damage.
6. c!ab will not bear any responsibility for any lost or damaged items stored at c!ab.
7. Users are encouraged to recycle and upcycle all materials in c!ab. Should you want to donate any raw materials to c!ab, please contact c!ab staff for further detail alignment.
8. Any work created with unlawful purpose is prohibited.
9. Eating and drinking is allowed in the Idea Zone only. Users are also required to take the responsibility to remove any leftover food and drink.
10. Mahjong playing and sleeping are not permitted at c!ab.

Declaration of Agreement:

Signature of Person-in-Charge:

Name: _____

Student ID No.: _____

Signature with Organization Stamp: _____
(if applicable)

Date: _____