c!ab House Rules & Agreement Form

Introduction:

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

Please sign the House Rules & Agreement Form in person at the Dean of Students Office (DOS) at UG/F. E-signature will not be accepted.

House Rules:

1. **Shared Space Etiquette:** Be considerate of others at all times. Sleeping, playing mahjong/poker games and gambling are strictly prohibited.
2. **Food & Drink:** Consumption is strictly limited to the Idea Zone. You must dispose of all food waste immediately.
3. **Equipment & Tools:** All resources must remain in c!ab unless officially rented. Clean your workstation, maintain equipment in good condition, and return all tools to their original storage spots after every use.
4. **Mandatory Training & Bookings:** Specific equipment requires advance booking (2 weeks prior) and completion of training. Book via the College website or contact staff at 3943-3934 for assistance.
5. **Overnight Storage:** Event materials must be listed out when completing the online booking form, and clear labels showing your name and phone number. Storage duration must not exceed the approved booking period. Unregistered, unlabeled, or overdue items left overnight will be confiscated without prior notice. The College assumes no liability for any loss or damage.
6. **Material Recycling & Donations:** Recycling and upcycling are encouraged. Please seek appropriate ways to utilize the materials before considering disposal or donation.
7. **Compliance & Liability:** Unlawful projects are strictly forbidden. Users will be held financially liable for any damaged property and may have their access revoked for rule violations.

Declaration of Agreement:

Signature of Person-in-Charge:

Name: _____ Student ID No.: _____

Signature with Organization Stamp: _____ Date: _____
(If applicable)