



Guidelines on c!ab Bookings

I. Introduction

Wu Yee Sun College students and student organizations can reserve c!ab space for projects, small-scale production, or large-scale installations. All College students and student organizations must be officially registered to utilize these facilities; failure to register will result in the immediate discontinuation of their projects within c!ab.

II. Resources Allocation Request

- The use of Create Zone (Working area) and/or Idea Zone;
- *The use of machinery and heavy-duty equipment, or other equipment; and/or
- Overnight storage space for materials and products.

**Machinery and heavy-duty equipment must require special training before use.*

III. Application Procedures

1. Students should submit the following to the Dean of Students Office, UG09:

Application Forms:

[Booking of Venue & Equipment at c!ab](#)

[Booking of Machinery at c!ab](#)

- a) Register for booking via the Application Forms
 - b) Provide the following 2 days before the designated booking period:
 - a. Your student ID to staff at the counter for clarification
 - b. A signed agreement of [House Rules](#) at the DOS counter IN PERSON
 - c. A deposit
2. Upon receiving an official confirmation, students can work in c!ab in the designated period.

IV. Personal Data Collection

Personal data collected during the application process will be used by c!ab to verify your identity, confirm your eligibility for college resources and services, and contact you. If you do not provide sufficient information, we may not be able to process your application.

V. Use of Premises and Facilities

Eligibility & Registration: Facilities and equipment are strictly restricted to Wu Yee Sun College students and staff members only. All students and student organizations must register before use.

Booking Rules: Bookings must be submitted at least TWO weeks in advance. Venue bookings allow up to three concurrent parties for a maximum duration of 14 days. Machinery bookings are restricted to one user at a time within office hours and must not exceed 6 hours per day. All approvals remain subject to facility capacity and staff discretion.

Safety & Training: Users must complete mandatory induction or training before operating designated or heavy-duty equipment and may be required to prove relevant qualifications.

Compliance & Storage: Users must strictly abide by all club [House Rules](#). Any unregistered materials left overnight will be confiscated with zero liability for loss or damage, and violations may result in immediate revocation of access.

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