

Lingnan Institute of Further Education
Discussion Rooms at Learning Commons@LCH316
Booking Regulations

1. All members of a group must be holders of valid LIFE full-time programme Student Cards, and a group must have two members or more.
2. Concurrent bookings to 2 rooms are NOT allowed.
3. The booking is not allowed beyond 30 calendar days in advance.
4. The quota limit is 2 sessions per week.
5. Booking of 2 consecutive sessions per one time can be made (one hour per session).
6. An email confirmation via his/her LIFE student email account will be sent to student who has made the reservation.
7. The room will be released to others if the user does not show up after 15 minutes.
8. No-show without making any cancellation will count against the quota limit.
9. Users are required to take care of the personal belongings.
10. Users are responsible for the loss and damage of equipment used.
11. Reservation rules and regulations will be subject to change without prior notice.
12. LIFE reserves the right to cancel any booking without prior notice.
13. Eating or drinking is strictly prohibited in the room.
14. Before using the room, user please approach LCH301 or LCH215A counter and present the email confirmation to the counter staff. The counter staff will then assist in the use of the reserved rooms.

嶺南大學持續進修學院
學習共享空間研討室@LCH316
借用守則

1. 研討室的所有使用者必須持有有效的 LIFE 全日制學生證，並且必須有兩名或以上同學。
2. 同一使用者不可同時借用 2 間同時段的研討室。
3. 研討室可供即日預留及未來 30 日預約。
4. 每名使用者預約研討室的上限為每週 2 節。
5. 可連續預約兩節研討室，每節的預約時間為一小時。
6. 如研討室預約成功，學生將於學院電子郵箱收到確認電郵。
7. 使用者須根據預約紀錄使用研討室，如未有按指示於預約時段的首 15 分鐘內出席使用，此預留的時段將被取消，並於系統內開放給其他使用者預約。
8. 如使用者未有按已預約的時段使用研討室及於系統取消預約，該預約次數將亦計算在內。
9. 請小心看管個人財物。
10. 使用者須為任何遺失、損壞之設施承擔責任。
11. 本學院保留在毋須事前通知下，保留更改預約研討室指引及規則的權利。
12. 本學院保留在毋須事前通知下，取消任何預約的權利。
13. 研討室範圍內不准飲食。
14. 使用研討室前，預約者必須往 LCH301 或 LCH215A 櫃臺向本學院職員出示有效的確認電郵，本學院職員會協助預約者使用研討室。