

## Administrative Procedures for the Piano Rooms of Lau Lee Yuen Haan Amenities Building (LYH)

1. Facilities are available free of charge to all full time Lingnan University students.
2. Bookings are considered on a first-come-first-served basis.
3. Users should make booking for the piano rooms prior to the use of piano room. Bookings will be confirmed via email within 1 working day. Users who want to use the rooms should submit the booking requests via the website at <https://lurbs.ln.edu.hk/Booking/>.
4. Each student could book no more than 8 sessions (no more than 2 hours for each session) per month and no more than 2 sessions per week.
5. The opening hours for piano rooms are from 8:30 a.m. to 10:30 p.m., Mondays to Sundays and Public Holidays.
6. Users must present their student ID card at the OSA counters for collection of the room key. The card will be returned upon their return of keys.
7. Room keys should be collected and returned by the applicants in person.
8. Collection and return of room keys should be done at the Office of Student Affairs during the period from 9 a.m. to 12 noon and 1:30 p.m. to 5 p.m. on Mondays to Fridays. Outside the period, security guard will be responsible for the opening and closing of the rooms booked.
9. Keys should be returned to Office of Student Affairs (OSA) at G/F., Dorothy Wong Building immediately after the booking period or before 5pm, whichever is earlier.
10. Late arrival of more than 15 minutes would be regarded as absence. Office of Student Affairs reserves the right to cancel absent bookings without prior notice.

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11. On-the-spot bookings will only be entertained for the use of piano rooms during the period from 9 a.m. - 12 noon and 1:30 p.m. – 5 p.m. on Mondays to Fridays. On-the-spot bookings will not be entertained out of the stated office hours.
12. Bookings will automatically be cancelled if users do not show up 15 minutes after the commencement of the booking period.
13. For any cancellation of booking, students should cancel the booking via the system by themselves at least 1 working day in advance. Absence for over 3 times without prior notice may adversely affect applicants in the use of facilities of the Building in the future.
14. Students should check carefully that all facilities inside the rooms are complete and in order before use. They should report to the Office of Student Affairs in case damage or loss is found, or be otherwise held responsible for such damage or loss.
15. Expenses incurred as a result of repairs/replacement of equipment / furniture damaged / loss will be recovered from users.
16. The Office of Student Affairs reserves the right to decline or withhold any booking when deemed appropriate.