



The University of Macau

Guidelines on Internal Use of E34 Cultural Building Venues

Article 1 Objective

1. The objective of the Rules is to govern the internal use of E34 venue of University of Macau (hereinafter referred to as the “University”), so as to utilize the university resources in an optimal way and to facilitate the effectiveness of venue management.

Article 2 Definitions

1. The E34 venues of the University of Macau refer to the E34 venues managed by Centre for Chinese History and Culture (CCHC), including the Lecture Hall (E34-G011), Simultaneous Interpretation Rooms (E34-G012, E34-G013), AV Control Room (E34-G014) and Exhibition and Multi-function Hall (E34-G016) of UM. Please refer to Appendix I for details.

Article 3 Venue Reservation Procedures

1. Venue reservations of E34 Venues are only applicable for internal departments, liaison and supporting units of Macao Base for Primary & Secondary Education in Humanities & Social Sciences can reserve the venues for preferential use.
2. Venue availability except outdoor venues can be checked via the UM venue booking system.
3. Venue reservations should be made online via the UM venue booking system. For student union/associations, their online reservations shall first be endorsed by Student Affairs Office (SAO) or relevant Residential College (RC) authorities before sending their applications to CCHC.
4. Requestors should allow sufficient time for set up and dismantling work which shall be included in the venue reservation period.
5. Reservations of the venue, equipment and set up requirement must be made at least 5 working days prior to the first day of the use of venue. Any late submission in floor plan, equipment and set up requirement may result in the reservation being declined.
6. Last minute reservations will not be accepted unless duly justified.
7. For reservations that involve activities being co-organized with outside organizations, the non-UM party is required to purchase public liability insurance with policy limit not less than MOP10 million for the activities (excluding rental of booth or reservation of hanging banner), name University of Macau as the additional insured and add Cross Liability Clause. Users must provide a copy of the insurance policy to CCHC as proof of insurance cover at the time of confirmation or when payment is due.
8. Upon receipt of reservation request, together with the supporting documents mentioned in Item 4 of Article 3, confirmation email will be sent to users upon approval.
9. Confirmation must be received prior to the use of the venue. It is users' responsibility to verify the accuracy of the information as stated in the confirmation email.

Article 4 Change of Venue Reservation

1. Should there be any changes in the date, time and content of the event to be held at the confirmed venue, CCHC should be informed by email immediately and the concerned reservation is subject to re-approval.



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2. For any cancellation of confirmed reservation, users should notify CCHC in written as soon as possible in order to optimize the venue and human resources concerned.
3. Confirmed reservation is non-transferable and is for the sole use of the requesting unit. Should there be any changes in confirmed reservation (e.g. change of activity and/or change of set up requirements), CCHC must be informed immediately and re-approval is required.

Article 5 Proper Use of Venues

1. The Lecture Hall and Multi-function Hall of the Cultural Building are open for use daily from Monday to Friday, except for holidays. Special approval is required for reservations of non-office hours.
2. Users are obliged to observe and comply with all applicable University policies, and the legislation of Macao SAR.
3. Users are required to keep all areas of the venues clean and tidy.
4. Users are strictly forbidden to bring any sharp objects, inflammable and explosive items into the venues. The University will ask users to remove them from the venues anything brought by them which in the opinion of the University is dangerous or liable to cause nuisance or obstruction, or to store the goods with the security and collect upon leaving.
5. Eating and drinking (except bottled water) are not allowed in indoor venues. All noise should be kept to a minimum.
6. Photographing and video recording is prohibited, unless permission is obtained from CCHC in advance. Users have the obligation to stop anyone from doing so at the venues.
7. Users are obliged to maintain the venues including equipment, furniture and fixtures in good condition during at all times. No alternations of the standard specifications of the equipment function are allowed. Users will be responsible for any damages found to the provided venue facilities.
8. Users cannot remove or relocate any equipment without permission or assistance from CCHC.
9. Users have no right on the modification of the structure or decoration of the venues. Application from CCHC is required for hoisting of banner and posting of promotional materials on walls, floors, pillars, roof, furnishings, or other areas. Unauthorized promotional materials will be removed immediately without prior approval from CCHC.
10. Except for the reserved facilities from CCHC, users are responsible for the setup arrangement as well as the costs incurred.



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11. Only in the case of having written consent from CCHC, users are not allowed to undertake construction and renovation works in the venues.
12. Explicit consent must be acquired from CCHC in advance if any activities that may cause safety, health and comfort risks (e.g. using any special props and refreshment setting) inside the venues, especially those require high level of security measures. Extra attention must be drawn to those safety measures when food heating is required in the venues.
13. In the enforcement of Item 5 and Item 12 of Article 5, users are responsible for any costs incurred on the adoption of hygienic and safety measures.
14. If large amount of electric devices are needed to support the activities at the venues, users must propose their request to FDS in advance. FDS will provide sufficient power supply and socket to users according to the condition of the venues. Do not use personal adaptors or extension sockets so as to avoid any circuit overload or fire hazard.
15. Emergency exits cannot be blocked under any circumstances and access to emergency facilities such as emergency lighting, fire services installation, fire evacuation route and pedestrian access (including corridors, stairways and aisles) must be kept free of obstructions at all times.
16. The University reserves the right to terminate an event that is in progress and deny access to the use of facilities when the nature of which does not match the information stated in the initial reservation request, or users seriously violate or threaten to violate any of its obligations under the proper usage of venues.
17. All personal belongings/materials for the event cannot be stored at the venues prior to the reserved time. Besides, anything left behind will be either disposed or treated as Lost and Found items.
18. All waste must be properly contained using garbage bags and discarded at the designated garbage disposal area before leaving.
19. Users should return the venues to its original condition as it is provided. Upon returning the venues, any losses or damages caused by negligence that lead to additional cleaning, repair or replacement, a maintenance fee will be charged to users' account.
20. Users must also be financially liable for any destruction or deficiencies caused by third parties, with whom users have agreed to offer or share the use of the venues.

Article 6 Rights of the Venue Administrators

1. CCHC reserves the right to withdraw any confirmed reservations and to request for change of dates for confirmed reservations.
2. CCHC reserves the right to add or remove venues from the UM venue booking system without prior notice.

Remarks: For any enquiries, please contact cchc.info@um.edu.mo or 8822 9956/ 8822 2708 for more information.



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Appendix I: Information of the Venues managed by The Centre for Chinese History and Culture

Room Type	Building	Floor	Room No.	Room Name	Seating Capacity
Lecture Hall	Cultural Building (E34)	G/F	E34-G011	125.16 m ²	90 persons
Simultaneous Interpretation Room	Cultural Building (E34)	G/F	E34-G012	5 m ²	2 to 3 persons
Simultaneous Interpretation Room	Cultural Building (E34)	G/F	E34-G013	5 m ²	2 to 3 persons
AV Control Room	Cultural Building (E34)	G/F	E34-G014	5.92 m ²	--
Exhibition and Multifunction Hall	Cultural Building (E34)	G/F	E34-G016	89.27 m ²	--