

Regulations on Classroom/Lab Usage

In order to maintain a pleasant environment for all, room users are requested to observe and comply with the following regulations on classroom/lab usage:

1. Classrooms/labs are UIC properties. Please keep all tables, chairs and equipment in good order.
2. Eating is not allowed in the venue.
3. Room users are responsible for the security of College properties and personal belongings during the entire usage duration of the venue.
4. Property Management has the right to lock the room when the scheduled usage time has expired or the room user does not show up 15 minutes after the start time.
5. Extension of usage time may be allowed if no booking has been pre-scheduled. An undertaking must be signed by the user for the extended time period.
6. After finishing the lectures/activities, please
 - A. Turn off the electrical equipment, such as computer, projector, TV sets, air conditioner, ventilator, lights, etc. Or, you may hand over the use of the equipment to the next user;
 - B. Put the tables and chairs back to their normal arrangement in rows (if moved);
 - C. Clean the whiteboard. No stickers on the whiteboard is allowed.
 - D. Dispose your garbage before leaving, or call Property Management for help with over-sized garbage.
7. Call Property Management* to lock the door if you do not use the venue any more or leave earlier than the requested time. (*Tel No.: *T1-T3: 13620460278; T4-T8: 13622963567; CCC: 13620460178; T29: 18023028369.*)

For the various classroom services, please refer to the “Classroom Services and Contact Information” posted together with the regulations.

Academic Registry
Estates Management Office
Information Technology Services Centre
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