

G027 場地及設備借用作烘焙活動之規則及程序

可供借用時間：星期一至日上午 9 點至晚上 10 點

（有獲准之書院活動舉辦時段及其準備時間除外，請查看書院活動日曆 <http://goo.gl/MkiCm> 或向書院導師 Resident Fellow 查詢）

場地借用方法：

- (1) 通過 SHEAC House Association, Working Groups, Baking Club, Coffee Club 或 Floor Leaders (RT&RA) 規劃活動。一般有兩種預訂方式：
 - a) 如果涉及書院預算申請，須提前至少 10 個工作日向相應的 Resident Fellow 提交申請。
 - b) 如果不需要書院預算，須提前至少 2 個工作日，向 Resident Fellow 提交場地預約申請。
申請獲得批准後，方可根據下面程序使用場地及設備。
- (2) 此外，如果咖啡烘焙室場地展示的每週時間表顯示有空缺的時間段，書院同學可以在時間表上的相應單元格中填寫自己的完整名稱（英或中文，如：陳兆文）、學生 ID（如：BB088765）以及房號（如：1051）。通過這種方式最多可以借用場地及設備 2 小時，並根據下面程序使用場地及設備。

場地借用及歸還程序：

1. 請先前往書院正門的保安櫃檯，向保安人員展示你收到有關申請獲批的信息。
2. 將你的學生證留在保安櫃檯，保安會為你打開場地的大門。
3. 在完成後，你必須確保：
 - (a) 清理好場地和使用過的設備，
 - (b) 將場地和所有設備恢復到原來的整潔狀態及位置（建議在使用前拍攝場地和設備位置的照片，以便記住它們原本的狀況），
 - (c) 關掉所有燈光、空調和電器開關（冰箱除外），
 - (d) 關緊所有水龍頭，
 - (e) 帶走剩餘的熟食和/或剩餘食材（包括麵粉，調味料，冷凍食品等），不可存儲在房間的冰箱，
 - (f) 把所有垃圾帶離場地。
4. 關上大門，然後去保安處請保安人員去檢查場地及鎖門。她/他將檢查場地和設備的狀態。一旦滿意，你就可以取回學生證。如若清理不當，你將會被要求整理或清潔，直到清理妥當。

注意：如果場地在你的預留時間段內正在開放（例如咖啡俱樂部開放時間），請確保與在場人員討論，並明確釐清有關場地和設備借用的責任問題。

規則：

1. G027 場地內的咖啡設備暫時只限附件名單上獲認可資格的 SHEAC 成員借用。如你借用場地但不在附件名單上，則不得使用房間內任何咖啡設備。但是，歡迎你參加咖啡俱樂部定期舉辦的工作坊或課程，以了解如何使用咖啡設備，並在以後獲取資格。
2. 預訂場地的學生必須對其在借用場地期間發生的任何損失或損壞負責，因此請提醒你的客人或活動參與者有關使用本場地及設備的規定。
3. 通常每位 SHEAC 學生每次可以預訂借用場地及設備的時長為最多 4 小時，通過 Walk-in 方式臨時借用場地及設備時長為最多 2 小時。
4. 所有設備必須在場地內使用，且不得移離場地。

5. 由於某些器具及材料屬於消耗品，例如保鮮膜、糖、鹽，請恰當使用，切勿造成任何不必要的浪費。書院每個月只提供限定數量供同學們使用。若使用完畢，請自行購買使用。
6. 所有設備使用後必須徹底清潔和恢復到原來的位置。
7. 所有電器必須按照安全指引小心使用，並請記得在使用後關閉（冰箱除外）。
8. 除書院另行批准外，不得將任何個人物品存放在場地內，否則可能會被移除或丟棄，恕不另行通知。
9. 何鴻燊東亞書院院長或其代表對於上述條例及程序擁有最終決定及解釋權。

最新修訂：2019年7月22日

Use and Access of G027 Venue and Equipment for Baking Activities: Regulations and Procedures

Hours Available for Booking: 9am-10pm everyday (Except time periods of College activities and their preparation, with booking approved. Please refer to the SHEAC event calendar <http://goo.gl/MkiCm>, or ask Resident Fellows.)

Booking Methods:

- (1) Plan an activity via either the SHEAC House Association, Working Groups, Baking Club, Coffee Club, or the Floor Leaders (RT & RA). There are generally two ways of booking:
 - a) Submit a proposal to corresponding Resident Fellow at least 10 working days in advance if an application for College budget is involved.
 - b) If College budget is not required, booking of the venue should be submitted to Resident Fellows at least 2 working days in advance.

Once your application is approved, please follow the procedures below to use the venue and equipment.

- (2) If the weekly schedule displayed in the Coffee and Baking Room shows vacancy of a specific timeslot, you may mark down your FULL Name (either in English or Chinese, e.g. Chan Siu Man) AND your STUDENT ID (e.g. BB088765) AND your room number (e.g. 1051) in the corresponding cell(s) of the schedule. A maximum of 2 hours can be taken via walk-in. Please follow the procedures below to use the venue and equipment.

Procedures to Access and Return the Room:

1. Show the approval message sent to you concerning your application to the security guard of the College.
2. Leave your student ID at the security counter. The security guard will open the door of the room for you.
3. By the end of your activity, please make sure you:
 - (a) clean up the venue and equipment,
 - (b) restore the venue and all the equipment to their original condition (please take a photo of the venue and equipment in order for you to remember their original status),
 - (c) turn off all switches of lights, air-conditioners and electrical appliances (except the refrigerator),
 - (d) turn off all water taps properly,
 - (e) take away any remains of cooked food and/or remaining ingredients (including flour, seasoning, frozen food, etc). Do not store them in the refrigerators in the room; and
 - (f) take all trash out of the venue.
4. Close all the doors of the room, and go to the security counter to ask the guard to check the venue and lock the doors. She/he will check the condition of the room and equipment. Once satisfactory, you can get back your student ID. If not satisfactory, you will be asked to carry out restoration/cleaning until acceptable.

Note: If the venue is opened during your reserved timeslot, please ensure to discuss with those present and clarify with each other about the liability issues with regard to the use of the venue and the equipment.

Regulations:

1. Only SHEAC members in the attached list who are qualified can use the coffee equipment in G027. If you borrow the venue but are not in the qualified list, you MUST not use any coffee equipment in the room. However, you are welcome to participate in workshops or courses regularly organised by the Coffee Club to learn how to use the coffee equipment, and obtain the qualification later.
2. The student who books the venue is liable for any loss or damage found in the venue during your check-in period, so please remind your guests or participants about the regulations of using the venue and equipment.
3. Normal duration of time that you can access the venue and borrow the equipment: maximum 4 hours. If you book via the walk-in method, a maximum of 2 hours is allowed.

4. Usage of any equipment is restricted within the venue, and the equipment must not be taken out of the venue.
5. Since certain utensils and ingredients are consumables, e.g. wrapping film, sugar, and salt, please use them appropriately, and do not cause any unnecessary waste. Only a particular amount is provided each month. If any of them is used up, you will need to bring it for your own use.
6. All equipment must be cleaned thoroughly and restored to their original position after use.
7. All electrical appliances must be used carefully according to safety guidelines, and switched off after use (except the refrigerator).
8. No personal items are allowed to be stored in the venue unless otherwise approved by the College. They may be removed or discarded without prior notice.
9. The final decision and interpretations of these Regulations and Procedures are at the discretion of the Master of Stanley Ho East Asia College or his representative.

Last Revision: 22 July 2019