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To : All HKCC Students
 From : Hong Kong Community College
 Date : 21 October 2019
 Re : [Update] Study Rooms/Areas from Week 8 to Week 13 for Semester One 2019/20

Dear Students

We are pleased to inform you that the following rooms/areas are available for students' use from Week 8 to Week 13, Semester One 2019/20 (viz. 21 Oct – 30 Nov 2019).

No prior reservation is required. Users should leave the room with their personal belongings during the cleaning sessions. Unattended items will be collected by CFM without prior notice. Kindly refer to the following table and the [guideline](#) for more information.

Campus	Study Rooms/Areas	Opening Hours	Cleaning Schedule
HHB	<u>Interactive Classrooms</u> UG12 and UG13 (with built-in power outlets)	Mondays to Sundays: 24 hours (except the period from 11:00 pm on Sunday to 8:00 am on Monday) Public Holidays: Closed	Tuesdays to Saturdays: 8:30 am – 9:30 am <i>*(For rooms opened for 24 hours) intensive cleaning will be carried out during non- opening hours.</i>
	Communal Areas on UG/F – 4/F		
	<u>General Classroom</u> UG11 (Quiet Zone)	Mondays to Saturdays: 8:30 am – 10:30 pm Sundays & Public Holidays: Closed	
WK	<u>Interactive Classrooms</u> S203 and S204 (with built-in power outlets)	Mondays to Sundays: 24 hours (except the period from 11:00 pm on Sunday to 8:00 am on Monday) Public Holidays: Closed	

	Communal Areas on UG/F – 2/F South Tower		
	<u>General Classroom</u> N105 (Quiet Zone)	Mondays to Saturdays: 8:30 am – 10:30 pm Sundays & Public Holidays: Closed <i>N105 will be reserved for College Function during 21 – 27 Oct</i>	

Quiet Zones

Talking and telephone use is not allowed in areas designated as Quiet Zone. Please be quiet, and turn your mobile phones into silent or vibrate mode in Quiet Zone.

Energy Conservation

The two campuses are closed on Public Holidays. For energy conservation, only lighting and ventilation (viz. fresh air supply) systems will be operated from 11:00 pm to 8:00 am (Mondays – Saturdays). Air-conditioning will only be provided on exceptional hot nights (subject to review). Thanks for helping us save the Earth!

Computers Access and Charging Facility

Overnight computer access is available in express printing areas on HHB and WK campuses. Time limit of the computers at the express printing areas outside HHB-107 and HHB-321 is specifically extended to 1 hour (Standard setting: 15 minutes) after the service hours of the Student Computer Centre. For details, please refer to ITU website (<http://www.cpce-polyu.edu.hk/itu/index.php>).

Courtesy and Security

To safeguard the use of the Study Rooms/Areas to legitimate users only, users should carry their student identity card at all times and present it to our staff for identity verification when requested.

For security reasons, the staff of CFM will record users' name, student identity number and contact number from 11:00 pm to 8:00 am. When users enter or leave the campus premise, they should report to the CFM Security Control Room on LG/F, Hung Hom Bay Campus or SLG/F, West Kowloon Campus.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), ccoffice@hkcc-polyu.edu.hk (email), 2994-8721 (fax-Hung Hom Bay Campus), 2625-4159 (fax-West Kowloon Campus), or visit our Information Kiosk on UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower, PolyU West Kowloon Campus.

Regards
Hong Kong Community College
KCE