
To : All HKCC Students
 From : Hong Kong Community College
 Date : 15 January 2020
 Re : Study Rooms/Areas from Week 1 to Week 13 for Semester Two 2019/20

Dear Students

We are pleased to inform you that the following rooms/areas are available for students' use from Week 1 to Week 13, Semester Two 2019/20 (viz. 20 Jan – 25 Apr 2020).

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	Interactive Classrooms UG12 and UG13 (with built-in power outlets)	Mondays to Saturdays: 8:30 am – 10:30 pm Sundays & Public Holidays: Closed	<i>Intensive cleaning will be carried out during non-opening hours.</i>
	Communal Areas on UG/F – 4/F		
	General Classroom UG10 (Quiet Zone)		
WK	Interactive Classrooms S203 and S204 (with built-in power outlets)		
	Communal Areas on UG/F – 2/F South Tower		
	General Classroom N105 (Quiet Zone)		

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.

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.

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

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