

Important Notes for Student Activities

1. Promotional counters/tables/materials can only be set up in the designated areas which are pre-booked and approved by CMO. The university will remove and dispose of them without prior notice if necessary.
2. Applicants who want to have priorities in booking communal areas should submit applications to CMO the earliest before 12noon on the first working day 8 weeks in advance. All applications will be handled on an equal basis and lucky draw will be used to decide the user if there are competing applications. Notice of the lucky draw result will be posted on CMO website after 3pm on that day and applicant should go to CMO at designated time to complete the booking procedure.
3. Tables, chairs, notice boards etc. that are used in connection with promotional activities should only be loaned from university departments (such as SSA of DSTO) and must not be taken from other venues or facilities without permission obtained prior to the relocation or movement of the equipment.
4. Use of sound amplification system in the Atrium has to be adhered to the restriction set by the CMO. The stage should only be set up at Area A facing Sundial.
5. Penalty may be imposed on approved users who do not show up before 11am. Their bookings for that week will be cancelled and they will be barred from communal area booking for that week.
6. Posting and placement of banners must comply with the size restrictions as approved by the CMO. Owner of the banners should remove the materials immediately at expiry of the booking period approved by the CMO.
7. For promotion of activities (e.g. Societies' Festival) in non-bookable areas (e.g. tree trough in Atrium, wisdom stone, etc), applicant should submit the promotion plan in the proposal of event venue booking for advising by SSA of DSTO before passing to CMO for approval.
8. Display and placement of easy-roll up banners should only be placed in close proximity to promotional counters set in areas approved by the CMO.
9. Printed notices should only be displayed in designated notice areas and should be removed promptly after the related event. Do not stick notices on walls, doors, floors, steps, student lockers, or notice stands used by departments. Please [visit](#) for the Rules for Notice Boards.
10. No power would be supplied for counters. If power supply is required for event, submit the request form in advance.

11. During bad weather such as a typhoon or strong wind or heavy rain, make sure to remove any fixture, furniture or other items that may cause hazard, to a proper location for safety reasons. Do not leave these items behind or unattended.
12. Rubbish, refuse and all materials used in connection with the promotional activities must be removed and dispose of all immediately at end of the event, in an appropriate and proper manner. The university reserves the right to recover the cost of reinstatement as well as other cost so incurred.
13. Use of confetti guns and the like are forbidden on campus.
14. Noise levels generated in relation to the event must be restricted to a reasonable level that is acceptable by the community or at a level set by the university. Other campus members or normal teaching activities must not be disturbed.
15. Organizers of events should be considerate to other campus users and should be held full responsible for their behavior and consequences.
16. Organizers of events involving any kind of commercial activities such as placement, display, distribution, sale of any materials (either tangible or non-tangible) or any associated elements, should indicate in their application for use of facilities and obtain approval from the respective management unit or office in advance.
17. Organizers and participants of events should follow guidelines, instructions and advice given by university staff.
18. Any communal areas booked cannot be transferred or sublet to other parties without prior approval by CMO.

Last updated: 24 Sep 2020