

# HONG KONG BAPTIST UNIVERSITY

## Online Booking Guidelines

### General Information

1. With effect from 1 June 2011, designated staff from individual academic/administrative units and student representatives from student organisations are able to search venues/facilities available for booking, make/modify/cancel booking requests and check the status of their booking requests via the newly developed [Venues and Facilities Booking System](https://cvfbs.hkbu.edu.hk/Booking/) (Booking System) (<https://cvfbs.hkbu.edu.hk/Booking/>).

2. Users need to use the following email account of the University to get access to the Booking System:

User	Email account name
Designated staff	*Staff or office email account name
Student representative	Student organisation email account name

\* For any changes to designated staff/office accounts, please send a completed [form \(eof22\(Jan 2022\)\)](#) to the Estates Office (EO) for follow-up.

3. Group study rooms in Learning Commons on Level 4, Academic and Administration Building (AAB) and Mr. and Mrs. Lee Siu Lun Learning Commons on Level 6, Fong Shu Chuen Building (FSC) are open for bookings by students for the purpose of group discussion of projects and assignments or by staff to facilitate students' learning. Regular teaching and tutorial sessions should still be conducted in classrooms. Staff and students can use their own email account to get access to the Booking System:

- to search the said rooms available for booking and make/modify/cancel booking requests via the function of "Search/Make Booking of Group Study Rooms"; and
- to check the status of booking requests and modify/cancel booking requests via the function of "Check Booking Status of Group Study Rooms".

The booking guidelines of the said rooms are available at

Learning Commons on Level 4, AAB

- <https://sa.hkbu.edu.hk/cls/lc/room-booking/group-study-room>

Mr. and Mrs. Lee Siu Lun Learning Commons on Level 6, FSC

- <https://cvfbs.hkbu.edu.hk/booking/FSCRegulation.aspx>

4. Venues and facilities, managed by the Academic Community Hall of the Estates Office (ACH/EO), the Academic Registry (AR), the EO, the General Administration Office (GAO), the Office of Information Technology (ITO), the Office of Student Affairs (SA) and the Students' Union (SU), available for searching or booking online, as determined by the custodian units, include conference/meeting facilities, lecture theatres/classrooms, student/staff amenities, etc. on the Ho Sin Hang Campus, the Shaw Campus and the Baptist University Road Campus.
5. Venues are open for booking via the Booking System daily from 0830 to 2230 hours on a 30-minute interval basis (except for group study rooms in Learning Commons, Level 4, AAB and Mr. and Mrs. Lee Siu Lun Learning Commons on Level 6, FSC), subject to the venue selected. Users shall contact the respective custodian unit of the venue for booking beyond the available hours.
6. Student/staff amenities and facilities are open for booking in the Booking System on either a daily or a 30-minute interval basis.
7. For any enquiries or assistance in booking, please contact the respective custodian unit of the venue/facilities concerned:

<b>Custodian unit</b>	<b>Phone no. / Email</b>
ACH/EO	3411 5182 / 3411 5183 / <a href="mailto:ach@hkbu.edu.hk">ach@hkbu.edu.hk</a>
AR	3411 7939 / <a href="mailto:arrecord@hkbu.edu.hk">arrecord@hkbu.edu.hk</a>
EO	3411 5688 / <a href="mailto:eo@hkbu.edu.hk">eo@hkbu.edu.hk</a>
GAO	3411 7322 / <a href="mailto:gao_admin@hkbu.edu.hk">gao_admin@hkbu.edu.hk</a>
ITO	3411 7246 / <a href="mailto:avhotline@hkbu.edu.hk">avhotline@hkbu.edu.hk</a>

<b>Custodian unit</b>	<b>Phone no. / Email</b>
SA	3411 5070 / <a href="mailto:sacla@hkbu.edu.hk">sacla@hkbu.edu.hk</a>
	3411 6489 / <a href="mailto:saclalc@hkbu.edu.hk">saclalc@hkbu.edu.hk</a> (for seminar rooms in Learning Commons, Level 4, AAB)
	3411 6480 / <a href="mailto:learningcommons@hkbu.edu.hk">learningcommons@hkbu.edu.hk</a> (for group study rooms in Learning Commons, Level 4, AAB)
	3411 7797 / <a href="mailto:learningcommons@hkbu.edu.hk">learningcommons@hkbu.edu.hk</a> (for group study rooms in Mr. and Mrs. Lee Siu Lun Learning Commons, Level 6, FSC)
SU	3411 7454 / 3411 6491 / <a href="mailto:sures@hkbu.edu.hk">sures@hkbu.edu.hk</a>

8. With comments or suggestions about the Booking System, please email to [eo@hkbu.edu.hk](mailto:eo@hkbu.edu.hk).

### **Booking**

9. Users may use the function of “Make Booking Request” to make a booking direct or the function of “Search Venues/Facilities Available for Booking” to locate the available venue(s)/facilities according to their requirements such as date, time, type of venue/facilities, seating capacity, etc for selection.
10. A maximum of three venues can be made in each booking submission. Users may submit more than one booking submission as required.
11. Up-to-date user particulars, contact person particulars (if different from user particulars) and booking details must clearly be stated in the booking submission.
12. Please ensure that sufficient time has been included before and after the event for setting up and tidying up in the booking submission.
13. For requests for other services associated with the booking, commonly used forms are placed under “Request for Other Services” (<https://cvfbs.hkbu.edu.hk/Booking/OtherServiceList.aspx>) to facilitate users to get access to the forms for completion.
14. Before making a submission, users are requested to view the booking guidelines of the venue(s)/facilities selected. To view the booking guidelines of venues/facilities managed by the following custodian units, please click on the following links:

<b>Custodian unit</b>	<b>Links</b>
ACH/EO	<a href="http://ach.hkbu.edu.hk/?a=doc&amp;id=996">http://ach.hkbu.edu.hk/?a=doc&amp;id=996</a>
AR	<a href="http://buar2.hkbu.edu.hk/curr/room_book/">http://buar2.hkbu.edu.hk/curr/room_book/</a>
EO	<a href="http://eo.hkbu.edu.hk/our_service/fcm/?uid=vw9fwlltPmM">http://eo.hkbu.edu.hk/our_service/fcm/?uid=vw9fwlltPmM</a> (for Banner Locations)
	<a href="http://eo.hkbu.edu.hk/our_service/fcm/?uid=OMCN14wexSk">http://eo.hkbu.edu.hk/our_service/fcm/?uid=OMCN14wexSk</a> (for Communal Venues/Areas)
GAO	<a href="https://gao.hkbu.edu.hk/en/download/bu_only/page.php?f=other_admin/Booking_Guidelines.pdf">https://gao.hkbu.edu.hk/en/download/bu_only/page.php?f=other_admin/Booking_Guidelines.pdf</a>
ITO	<a href="https://ito.hkbu.edu.hk/index.php/services-2/classroom-av-equipment/">https://ito.hkbu.edu.hk/index.php/services-2/classroom-av-equipment/</a>
SA	<a href="https://sa.hkbu.edu.hk/cls/student-organizations-and-support/venues-and-facilities-booking-system-vfbs">https://sa.hkbu.edu.hk/cls/student-organizations-and-support/venues-and-facilities-booking-system-vfbs</a>
	<a href="https://sa.hkbu.edu.hk/cls/lc/room-booking/large-seminar-room">https://sa.hkbu.edu.hk/cls/lc/room-booking/large-seminar-room</a> (for seminar rooms in Learning Commons, Level 4, AAB)
	<a href="https://sa.hkbu.edu.hk/cls/lc/room-booking/group-study-room">https://sa.hkbu.edu.hk/cls/lc/room-booking/group-study-room</a> (for group study rooms in Learning Commons, Level 4, AAB)
	<a href="https://cvfbs.hkbu.edu.hk/booking/FSCRegulation.aspx">https://cvfbs.hkbu.edu.hk/booking/FSCRegulation.aspx</a> (for group study rooms in Mr. and Mrs. Lee Siu Lun Learning Commons on Level 6, FSC)

15. To check the status of, modify submitted bookings, retrieve submitted bookings for making new booking requests or cancel submitted/approved bookings, users need to use the function of “Enquire Status of/Modify/Cancel Booking Request”.
16. Users will be notified by email for each record of submitted, approved, rejected or cancelled booking.
17. To get familiar with the environment of the Booking System, users may refer to the user guide under the function of “Help” of the Booking System (<https://cvfbs.hkbu.edu.hk/Booking/Help.aspx>).
18. For guidelines on booking of the group study rooms in Learning Commons, please refer to paragraph 3 on page 1.

### **Important Notes**

19. Users are reminded to avoid over-bookings and release the requested venues/facilities for other parties in case of cancellation of the event.