

United College  
The Chinese University of Hong Kong

Guidelines for Student Organizations Applying to Display Promotional Materials in College Area

**Types of promotional materials**

Type	Venue	Duration	Size limitation	Remarks
Large flags	G/F, outdoor staircase (non-residential hall), Cheung Chuk Shan Amenities Building	7 days	8 ft (W) x 10 ft (H)	The promotional materials must be fixed by using weights. If they pose an immediate danger to pedestrians, they must be removed immediately. At least 10 holes on the flag to reduce wind resistance.
Signage (hung on lamp post)	Near the waterfall	7 days	A4 size	No tapes should be used.
Signage (stuck on floor tile)	Within the College Area (the exact venue should be stated on the application form)	3 days	A5 size	Transparent tapes must be used.
Banners	Outer wall of the outdoor staircase (non-residential hall) of Cheung Chuk Shan Amenities Building	7 days	8 ft (W) x 3 ft (H)	
Stair murals	The staircase between Tsang Shiu Tim Building and Wu Chung Library	14 days	Total area should not exceed 25 ft (W) x 9 ft (H) (To be spread across 24 steps of stairs; the height of each step is approx. 5	Transparent tapes must be used.  Only accept applications regarding

			inches). Should be placed in the middle of the staircase, leaving approx. 10 ft on both sides for pedestrians. No mural should be posted on the top and bottom stairs.	the promotion of large-scale student activities from UC, orientation camps, UC anniversary activities, UC singing contests and UC Bun.
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**Application Procedures**

- Student organizations are required to complete the online application form (<https://bit.ly/34x0Xsc>). **A printed application form** and **a picture of the promotional material (for stair murals only)** should be submitted to the Dean of Students’ Office, United College (2/F, Tsang Shui Tim Building) two weeks before the tentative date of display.
- The result of application will be sent to the e-mail address listed on the form.
- If the application is approved, a deposit of HK \$500 should be submitted to the Dean of Students’ Office before the date of display to finish the application process.
- Student organizations must clean up the venue immediately after the period of display and apply for the deposit refund at the Dean of Students’ Office **within a month**. Otherwise, the applicant will be assumed to have forfeited the deposit.

**Regulations on Promotion**

- If the promotional materials fail to comply with the requirements listed above or pose a threat to the safety of pedestrians during the display, they must be removed immediately.
- The promotional materials should be removed on time or upon requests by the College. Otherwise, the deposit will be confiscated, and the College will reserve the right to impose additional charges for the removal of the promotional materials and other relevant costs.
- During the display period or the removal of the promotional materials, if any damage is caused to campus facilities, the organization will be held responsible for the cost of any repairs.
- If there is any violation of regulations on promotion, the College will reserve the right to give appropriate penalties to the organization (including the immediate termination of all promotional activities, confiscation of deposit, and declining the same organization to apply for displaying promotional materials within the academic year).

**Remarks**

United College Student Union (UCSU) also manages the promotional materials in the campus. Please refer to the image below. For more information, please contact UCSU.



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