


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 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 (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.
The above two items: Only accepting applications from Residential Associations and Non-residential Hall and regarding the promotion of large-scale student activities from UC, orientation camps, UC anniversary activities, UC singing contests and UC Bun.				
Signage (hung on lamp post)	Near the lawn in front of Adam Schall Residence	7 days	A5 size	No tapes should be used
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 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.	Transparent tapes must be used.
The above two items: Only accept applications regarding the promotion of large-scale student activities from UC, orientation camps, UC anniversary activities, UC singing contests and UC Bun.				

Poster	Notice Boards in atrium, T.C. Cheng Bldg and lobby, G/F, CCS Amenities Bldg Notice Board: 1 – 5	7 days	A4 or A3 size	A4: at most 8 pcs A3: at most 4 pcs
Table Stand	United College Student Canteen	7 days	20 x 20 x 20cm	At most 5 pcs After approval from the College, it is required to inform the caterer before display.
Banners	Banner frames in front of T.C. Cheng's staircase and near the UC shuttle bus stop (Upward)	14 days	8 ft (W) x 3 ft (H)	At most 1 pcs Banner Frame Usage  https://bit.ly/3wLJ19z

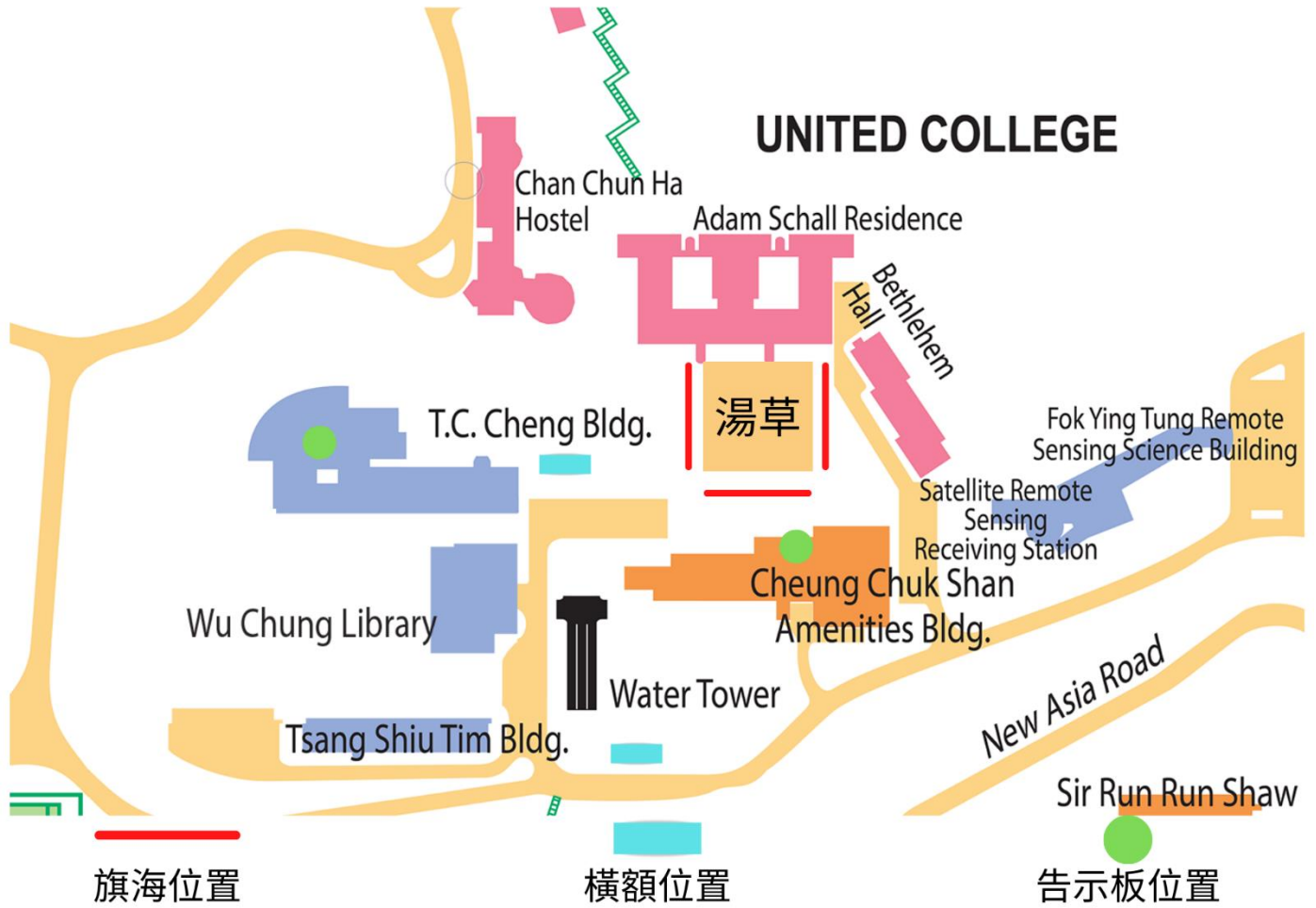
Application Procedures

- Student organizations are required to complete the online application form (<https://bit.ly/34x0Xsc>) 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, 1) **An application form with the required chop(s)** and 2) **A deposit of HK \$500** should be submitted to the Dean of Students' Office (2/F, Tsang Shui Tim Building) before the date of display to finish the application process.
- If the promotional items are posters and/or table stands, the United College chop is required before display.
- Student organizations must clean up the venue immediately after the period of display and apply for deposit refund from 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).

UNITED COLLEGE



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