

Study Rooms/Areas Guidelines

Seating

Seating cannot be reserved. Please vacate your seat if it is no longer required. Any person can occupy a vacant seat.

Personal Belongings

Personal belongings should not be left unattended. The College will not be responsible for any loss of or damage to personal belongings.

Study rooms/areas, as the name implies, is for study only; using these rooms/areas for sleeping or living quarters is strictly prohibited. Camping equipment (such as tents, sleeping bags, blankets or the like) and/or rearranging the furniture setting for sleeping are not permitted.

Cleaning

To maintain tidiness of Study Rooms/Area, CFM will arrange cleaning every morning.

Users should leave the room with their personal belongings during the cleaning sessions. Unattended items will be collected by CFM without prior notice.

Food and Drink

Food and drinks are not allowed in the Interactive Classrooms and General Classrooms.

Audio Visual Equipment

Students are not allowed to use the audio visual equipment without prior approval from the College.

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.

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.

For security reasons, the staff of CFM will record users' name, student identity number and contact number during the period of 11:00 pm – 8:00 am. When users enter or leave the campus premise, they should report to the CFM Security Control Room on LG/F, Hung Hom Bay Campus or SLG/F, West Kowloon Campus.

Conduct

Users should always be courteous to other students sharing the Study Rooms/Areas. Security staff will patrol and maintain the order of the Study Rooms/Areas. The College may take disciplinary actions against any student who commits any misconduct and reserves the right to suspend the offering of the study areas/rooms if the hygiene or order is found to be unsatisfactory.