### 广州国际校区会议室管理规定

###  Conference Room Policy & Regulations

**第一条** 校区会议室由国际校区综合事务办公室统一布置、调度、使用和管理，物业公司具体负责使用登记、设备调试、维护等相关内容。

1. The Office of Administration of Guangzhou International Campus is in charge of the general management of the meeting rooms on campus. The property company is responsible for the booking registration, equipment’s operation & maintenance, etc.

**第二条** 为了避免会议时间发生冲突，使用国际校区会议室原则上需提前两个工作日在会议室预约系统预约，以便统一安排。

2. Room reservations are accepted at least two working days in advance via the Meeting Room Reservation System.

**第三条** 会议室按时段借用，分为9:00-10:30、10:30-12:00、14:00-16:00、16:00-18:00、18:00-20:00五个借用时段。如有需要物业协办的事项需提前声明，以便物业根据情况做好相关协调安排。

3. The meeting rooms are available to use in five sessions: 9:00-10:30、10:30-12:00、14:00-16:00、16:00-18:00、18:00-20:00. If you need any assistance, please contact the property management staff in advance so that they can confirm the arrangements accordingly.

**第四条** 会议室借用遵循“谁申请谁负责，谁审批谁监管”的原则。凡发现会议室借用与申请活动不符的，将进行通报并列入黑名单，两个月内不得再次借用。

4. The reservation of the meeting rooms follows the principle of “ The one who applies for is held responsibility, the one who approves should supervise the usage”. The meeting rooms shall be only used for holding approved activities, not for any other purpose. Any violation to the regulation may result in that the relevant department or people will be publicly named and blacklisted, and will be not allowed to use the meeting rooms within the next two months for punishment.

**第五条** 校内师生员工因工作学习需要使用会议室，原则上不收费；如需准备茶歇等增值服务，则需按相关规定付费。

5. The meeting rooms, in principle, are free and open to the teachers and students on campus for working or academic purposes. If tea or beverages are needed, additional fees shall be charged according to the relevant regulations.

**第六条** 如临时取消会议，再使用时需按规定重新预约。各单位及个人应注意控制会议时长，按预约时间使用，若会议室后续时间无其他安排，可超时使用；若已有其他会议活动安排，则不得继续使用该会议室，请配合及时离场。

6. If the meeting is temporarily canceled, users should make new reservation for another time according to the above regulations. All departments and individuals should note that the time for the occupation of the meeting rooms shall be normally be controlled within the appointed period. If there is no other meeting arrangement during the next time period, you can apply for extending the time for using the room; if there is a new meeting to be held, you will be requested to leave the meeting room in time.

**第七条** 在没有得到同意或借用手续不完整时，任何人不得擅自使用会议室。

7. Any use of the meeting room is prohibited without the permission of the relevant department or failed in the complete reservation procedures.

**第八条** 在使用会议室时，请自觉维护借用场所的公共安全和秩序，自觉爱护会议室的设备及物品，如有损坏、丢失会议室设备者，照价赔偿。如发现设备故障和公物损坏，请及时告知物业，以便及时修理。

8. When using the meeting room, please keep public order and security and protect the public equipment and other properties. In case of any damages, you should compensate according to the cost.

**第九条** 多媒体设备使用及播放内容必须符合学校要求，禁止传播不良信息。

9. The use of multimedia and the broadcast contents must meet the requirements of the university, and it is forbidden to spread harmful information.

**第十条** 本规定自公布之日起执行，由国际校区综合事务办公室负责解释。

1. These regulations shall come into effect as of the date of publishing. The rights of interpretation belongs to the Office of Administration of Guangzhou International Campus.