



Rules & Regulations (for SHPHK members) for the use of the DERC site

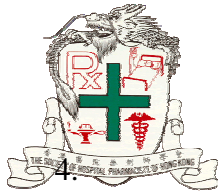
1. Opening hours
 - 1.1. The Centre opens from 9:00am to 12:00 midnight daily. Prior notice for any changes will be posted on our website or the notice board of the Centre.
2. Membership & Eligibility
 - 2.1. Memberships of the Centre should only confine to the voting members of SHPHK.
 - 2.2. The membership of the Centre will be terminated automatically if he or she ceases to be the member of SHPHK.
 - 2.3. The Centre reserves the right to suspend or refuse issuance of membership to any person(s) who do not comply with the rules or regulations of the Centre.
 - 2.4. Each member is eligible to bring along 2 guests to the Centre for each casual visit.
3. Regulations
 - 3.1. Member should use the membership card to get access to the Centre for sign-in & security purposes.
 - 3.2. The membership card is non-transferable.
 - 3.3. Guests should be accompanied by the members at all times when using the Centre's facilities.
 - 3.4. Members/users are obliged to keep the Centre clean & tidy.
 - 3.5. Gambling & smoking are prohibited in the whole area of the Centre.
 - 3.6. Alcohol drink exceed 15% is strictly prohibited.
 - 3.7. Obscene language, loud noise or any acts that annoy the others are prohibited.
 - 3.8. Members/users are responsible for any damage to the Centre. The GC committee reserves the right to put a claim for any damage to or loss of the Centre's facilities & equipment caused by the users.
 - 3.9. The Centre reserves the right to prohibit any members/users to use the facilities or equipment if they do not comply with the Centre regulations. Their membership of the Centre may be held up subject to the decision of the GC committee.
 - 3.10. Any person using the Centre shall do so at his or her own risk. The Centre will not accept any responsibility for any claim, loss, accident or injury arising during the use of the facilities of the Centre.
 - 3.11. Members should be responsible for the safety & conduct of their guests & children (if any) inside the Centre or when using the Centre facilities.
 - 3.12. Reference books & journals provided in the premises are only for reading or reference inside the Centre areas & should not be taken out of the Centre. After reading, please return back to the original shelves.
 - 3.13. Do not use any piratical software while using the pc of the Centre.
 - 3.14. The Centre reserves the right to amend the regulations from time to time for the interest of Centre without prior notice.



Policy on the Booking & Rent Charges of the Conference Room

1. Purpose

- 1.1. To set out the charges for the use of conference room in the Centre & eligible users. The conference room is to be used only for conference & educational purposes, or other activities approved by GC.
- 1.2. Booking arrangement
 - 1.2.1. Booking can be made through the website of SHPHK on first-come-first-served basis & application form (see Appendix I) shall be filled and submitted for registration. The filled form should be mailed back to the Centre or faxed to 25669310 for processing.
 - 1.2.2. Applications for renting the conference facilities should be at least 2 weeks before the event takes place.
 - 1.2.3. Sundays & public holidays will not be available for booking.
 - 1.2.4. The approval for application rests with the agreement of at least 4 GC committee members who may decline an application.
- 1.3. Renting Charges
 - 1.3.1. The charges for use of conference facilities, including use of AV equipment, are set out as \$2000.00 per half-day session (4 hours). Sessions include 9am-1pm, 2pm-6pm & 6pm-10pm while time overrun will be charged on hourly basis as \$500 per hour.
 - 1.3.2. A duty officer, based on programmed schedule will be available for operating the AV system & present to facilitate the event.
 - 1.3.3. The Renting fee paid is non-refundable if applicant withdraws its application afterwards. The Hirer should also notify the duty officer of the cancellation 24 hours before the function.
 - 1.3.4. Upon the acceptance of the booking, the Hirer shall pay the renting charges in full at least 7 working days before the date of function.
 - 1.3.5. The cheque should be made payable to "The Society of Hospital Pharmacists of Hong Kong Ltd."
- 1.4. Eligible users of the conference room free of charge
The following categories of users are eligible to use conference room free of charge:
 - 1.4.1. Members of the SHPHK in respect of the SHPHK activities. The members book the conference facilities for activities of other parties apart from the Society; the charges set out in paragraph 1.3 apply.
 - 1.4.2. The Society supported activities held in partnership with other parties. For such activities, the endorsement of the President of SHPHK is required for waiving the charges.
- 1.5. Eligible users of conference facilities in the Centre at a charge of paragraph 1.3
 - 1.5.1. Tertiary institutions;
 - 1.5.2. Health care professional association or societies
 - 1.5.3. Patient group activities or health promotion activities, applied through & by the pharmaceutical companies or other professional associations.



- 1.5.4. Other training or education activities or meeting not organized by the Society or DERC.
- 1.5.5. The President reserves the final decision to approve the eligibility of the hirer & the discount for the rent.
- 1.6. Terms & Conditions of Renting
 - 1.6.1. The booking of the room shall be deemed to be cancelled if the hirer:
 - Uses the room for a purpose other than stated in the booking form;
 - Changes the nature of the function;
 - Changes the persons or the hirer named in the booking form.
 - 1.6.2. AV equipment
All AV equipment used or borrowed must be returned in good condition. The duty officer will support operation of AV system in conference room.
 - 1.6.3. Venue: must be returned in a clean & tidy condition.
 - 1.6.4. Any person using the Centre shall do so at his or her own risk. The Centre will not accept any responsibility for any claim, loss, accident or injury arising during the use of the facilities of the Centre.
 - 1.6.5. The users are responsible for any damage to the Centre. The Society reserves the right to put a claim for any damage to or loss of the Centre's facilities & equipment caused by the users.
 - 1.6.6. A confirmed booking cannot be changed to another date or time unless with the approval of the GC committee.
 - 1.6.7. In case of any unexpected weather condition like typhoon no. 8 or black rainstorm signal is hoisted, the Hirer can postpone the booking upon confirmation of the Centre.



Appendix 1

Application Form for Renting DERC Conference Room

Applicant's information

Name of Organization/Department: _____

Address: _____ Telephone no.: _____

Contact Person: _____ Post Title: _____

Descriptions of Event

Title: _____

Purpose: _____

Date: _____ Start Time: _____ Finish Time: _____

Target participants _____ Involving media (Y/N)

Anticipated number of participants: _____

Name of contact person during event: _____

Telephone number: _____

Choice of equipment

Please tick as appropriate:

LCD projector VCD/DVD player TV/VCR

I have read & understood the regulations of renting the conference room & agree to abide by it.

Signature of applicant: _____ Date: _____

Company Chop: _____

For official use only

Date received	Checked	Approval	Rent charges	Cheque number

Note: Upon the confirmation of the application, please send the cheque to “13/F, Kingfield Centre, 18 Shell Street, North Point, Hong Kong”. Cheque should be made payable to “The Society of Hospital Pharmacists of Hong Kong Ltd.”. Mail out your cheque at least 7 working days before the event.