

- The deposit is refundable at the end of the membership. Students wishing to renew the membership for the subsequent year can inform the Innovation Wing Office accordingly.

Arrangement of refundable deposit

- A fee of HKD \$300 is required as a deposit to secure the membership of the Innovation Wing. This fee is used for covering any repair/replacement costs to the equipment and facilities in Innovation Wing due to any damages caused by the member.
- Applicants should follow the instructions at the SIS and complete the payment before the deadline.
- The decision of imposing a penalty rests with the Innovation Wing Office.
- The Inno Wing Office keeps on the balance of student deposit and the member should restore annually. During the year when the remainder is HKD \$0 or overdraft (OD), a new invoice of HKD \$300 deposit will be issued to the student via SIS in due case.
- The deposit is refundable at the end of the membership and will process in a batch. Students wishing to renew the membership for the subsequent year can inform the Innovation Wing Office accordingly.

Rules and Guidelines for Users

The Tam Wing Fan Innovation Wing is a collaborative space established to facilitate student experiential learning and researchers' demonstration of their works for knowledge exchange. To accommodate the needs of different user groups, the Innovation Wing has to balance between **safety, fair use and care for the facilities**. To guard against misuse, it maintains a membership system. Only registered members of Innovation Wing are permitted to use the facilities, equipment and services. Users must exhibit respectable behaviour, and must not jeopardize the rights of other users of the facility. Below is a list of Rules and Guidelines which users of the Innovation Wing must follow.

1. Violation of rules

- Repeated violation of any of the rules may result in immediate suspension of membership and revoking of access right to the Innovation Wing, its facilities and services.

2. Access restriction

- Only registered members of Innovation Wing are allowed to enter from the main entrance on the ground floor of Hui Oi Chow Science Building.
- Users should NOT bring in other people even if they forget to bring their access cards.

3. Closing time and under bad weather arrangement

- The opening hour for members
 - Monday to Friday: 9:00 am – 9:00 pm
 - Saturday 9:00am – 1:00pm
 - Closed on Sunday and public/university holiday except for approved events/activities.
 - Users should leave the premises when the closing time of Innovation Wing is announced.
- Innovation Wing divides the opening hour into three sessions: