

- Animals and pets are not allowed in Innovation Wing.
- Guide dogs are allowed in the general area of the Innovation Wing. For entering the workspace area, users should contact our Technical Manager/safety representative for assistance.

25. Cell phone

- Please set cell phones, pagers, and other electronic devices to silent or vibration mode in Innovation Wing. Keep your voice down when using cell phones.

26. Use of IT facilities

- Policies and guidelines governing the use of IT facilities can be viewed at <http://www.its.hku.hk/about/policies>.
- All PCs in the Innovation Wing will be logged off automatically after idling for 30 minutes. Files saved in the PC will be DELETED upon logoff/shutdown.

27. Children

- Children under the age of 17 other than HKU students should be accompanied by and under the supervision of an adult at all times who are responsible for the behaviour of accompanying children.

28. Protection of copyright works

- Protection of copyright works is taken seriously by the Innovation Wing. All users, including guests visiting the exhibition hall, would be asked to respect the rights of the copyright owner and should NOT make a copy by any material form without licence or authorization by the owner.
- Unless permitted by either the owner of the copyrighted work or the Innovation Wing Office, users should NOT take any photo, video or create drawing on the works.
- Please refer to the Hong Kong Copyright Ordinance for details or seek advice from your supervisor.

29. Interpretation of the rules and regulations

- In case of dispute, the Innovation Wing Office has the sole and final discretion of interpretation of these regulations.

30. End of membership

- Termination of membership will be processed in batch.
- Tam Wing Fan Innovation Wing reserves the right to terminate a membership or member's access to the Innovation Wing at any time and for any reason without providing prior notice.
- On the termination of Innovation Wing membership, the following steps will be executed:
 - Revoke all access rights to Innovation Wing.
 - Return of borrowed equipment (if any).
 - Refund of membership deposit (or settle of overdraft amount).