

**Rules and conditions for using Members’ meeting rooms
in the Legislative Council Complex and CITIC Tower**

General rules/conditions

- (a) The opening hours are from 8:00 am to 10:00 pm, seven days a week (not applicable to Press Conference Rooms);
- (b) Reservation of a meeting room has to be made under a Member’s name and at least one Member, who may not necessarily be the Member who reserved the room, has to be present in the meeting room throughout the function therein;
- (c) If the room is not used within 30 minutes from the scheduled start-time, the reservation will be cancelled (not applicable to Press Conference Rooms);
- (d) Bookings may be made no earlier than four weeks in advance, and each Member may only book a meeting room for no more than two hours per week (not applicable to the meeting rooms on 3/F, 6/F to 8/F of the Legislative Council Complex (“the Complex”)); and
- (e) Bookings of meeting rooms may be made via the web-based Members’ Meeting Room Booking System (<https://hklegco.bookings.one/>).

Rules/conditions applicable to specific meeting rooms

Meeting facilities	Rules/conditions
1. Meeting Room 105 in the Complex	1.1 For use by the President, Members and the Secretariat (some time slots must be reserved for Council meeting-related purposes). 1.2 Bookings may be made by calling the hotline on 3919 3026.
2. Waiting Rooms 214 and 216 in the Complex	2.1 When the rooms are not used as waiting rooms for public officers attending committee meetings, Members may use the rooms on Council meeting days through advance booking.

Meeting facilities	Rules/conditions
3. Meeting Rooms 502, 505a, 505b and 506 in the Complex	<p>3.1 Except for Room 502, these rooms may be booked <i>en bloc</i> under the name of a political group at the start of a legislative session for the entire session for meetings and functions, and each room may be booked for no more than three hours per week.</p> <p>3.2 Political groups wishing to block book any of these meeting rooms in the current legislative session may fill out the attached form and return it to the Secretariat.</p> <p>3.3 Each room is equipped with a self-service wireless projector. Members are required to bring their own notebook computers or other devices for using such projectors.</p>
4. Meeting rooms on 6/F to 8/F of the Complex (Two meeting rooms on each floor)	<p>4.1 The opening hours can be extended to 12:00 midnight the same day if necessary, but visitors are required to leave before 10:00 pm.</p> <p>4.2 Booking is restricted to Members whose offices are located on the respective floors.</p> <p>4.3 Each Member may only book each meeting room for no more than five hours per week. This time limit (five hours per week) is applicable to the period from 8:00 am to 10:00 pm, Monday to Saturday (including public holidays). Other periods of time during the week are not subject to this time limit.</p>
5. Three meeting rooms on 13/F and two meeting rooms on 15/F of CITIC Tower	<p>5.1 Booking is restricted to Members whose offices are in CITIC Tower.</p> <p>5.2 Members who require the provision of extended air-conditioning (“extended AC”) for using the meeting rooms outside the specified AC operating hours shall bear the cost of the extended AC. The operating hours of AC in CITIC Tower are from 8:00 am to 7:00 pm on Monday to Friday, and from 8:00 am to 2:00 pm on Saturday (except public holidays).</p>

Meeting facilities	Rules/conditions
<p>6. Three meeting rooms on the upper floor of the Ante-Chamber and meeting rooms in Room 317 on 3/F of the Complex</p>	<p>6.1 Regarding the meeting rooms on 3/F of the Complex, each Member may book the same room for no more than four hours per week, but the total number of hours for which each Member uses those meeting rooms shall not exceed 14 hours per week.</p> <p>6.2 Individual Members may use the meeting rooms and open work space in Room 317 on 3/F of the Complex for media interviews or photo/video shootings.</p>
<p>7. Press Conference Rooms 1A and 1B</p>	<p>Please refer to the Handbook on Services Provided for Members by the Legislative Council Secretariat for the arrangements for Members to use the Press Conference Rooms for holding media briefings.</p> <p>The following rules apply only to other Council business related activities conducted by Members and the Secretariat at the Press Conference Rooms:</p> <p>7.1 Opening hours are from 9:00 am to 6:00 pm, seven days a week.</p> <p>7.2 Bookings are on a first-come-first-served basis and must be made at least two hours in advance. In case the President or a committee chairman needs to conduct an official media briefing, the original booking made by an individual Member will be cancelled, but an advance notice of not less than three working days (including Saturday but excluding Sunday and public holidays) will be given to facilitate the Member concerned to make alternative arrangements.</p> <p>7.3 Depending on the circumstances, the President may exercise discretion not to open the Press Conference Rooms for use.</p>

Meeting facilities	Rules/conditions
	<p>7.4 Press Conference Rooms are for exclusive use by Members and persons holding access cards issued by the Secretariat.</p> <p>7.5 Simultaneous interpretation service is not provided.</p> <p>7.6 No person other than a Member shall use the podiums of the Press Conference Rooms (including posing for photos with Members at the podiums).</p> <p>7.7 Each Press Conference Room is equipped with a self-service wireless projector and a manual pull-down projector screen for use by Members.</p> <p>7.8 Members are required to bring their own sound amplification equipment.</p> <p>7.9 The usage times of Press Conference Rooms 1A and 1B are calculated separately. Rooms 1A and 1B can be combined into one larger room, but it can only be used for up to two hours.</p> <p>7.10 The Secretariat will need extra time to combine Press Conference Rooms 1A and 1B into one, if requested, and to reinstate the rooms after use. Due to manpower constraints, services are not provided for combining the two Press Conference Rooms for use on Saturday, Sunday and public holidays.</p>

(Please complete and return this to the Secretariat)

To : General Administration Office
Administration Division
Legislative Council Secretariat

Tel No : 3919 3026

Email address : sf-ss@legco.gov.hk

**Booking of Meeting Rooms 505a and 505b, or 506
in the Legislative Council Complex**

We wish to block book:*

- Meeting Rooms 505a and 505b
- Meeting Room 506

for the current legislative session at the following time:

on _____ (e.g. Monday) every week

from (e.g. 1:00 pm) _____ to _____.
(maximum three hours per week)

Name of
political group : _____

Name of
responsible staff member : _____

Telephone number : _____

Email address : _____

* Please select the appropriate box.