

**Rules and conditions for using Members' meeting facilities  
in the Legislative Council Complex**

**General rules/conditions applicable to all meeting facilities**

- (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 should be made under a Member's name and at least one Member (who may not be the person who made the booking) should be present throughout the event;
- (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 (not applicable to Function Hall on 5/F);
- (e) Unless otherwise specified in the table below, each Member may only book a meeting room for no more than two hours per week; and
- (f) Bookings of meeting rooms may be made via the web-based Members' Meeting Room Booking System (<https://hklegco.bookings.one/>) (Enquiry hotline: 3919 3014; For support related to meeting facilities: 3919 3033 or 3919 3044 (outside office hours)).

**Specific rules/conditions applicable to individual meeting facilities**

Meeting facilities	Rules/conditions
1. Meeting Room 105	<p>1.1 For use by the President, Members and the Secretariat (some time slots must be reserved for Council meeting-related purposes).</p> <p>1.2 Bookings may be made by calling the hotline on 3919 3014.</p>
2. Press Conference Rooms 1A and 1B	<b>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.</b>

Meeting facilities	Rules/conditions
	<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>2.1 Opening hours are from 9:00 am to 6:00 pm, seven days a week.</p> <p>2.2 Bookings are on a first-come-first-served basis and must be made at least two hours in advance. If the President or the chairman of a committee needs to organize an official media briefing, the original booking made by an individual Member will be cancelled with not less than three working days' notice (including Saturdays but excluding Sundays and public holidays) to facilitate the Member concerned to make alternative arrangements.</p> <p>2.3 Depending on the circumstances, the President may exercise discretion not to open the Press Conference Rooms for use.</p> <p>2.4 Press Conference Rooms are for exclusive use by Members and persons holding access cards issued by the Secretariat.</p> <p>2.5 Simultaneous interpretation service is not provided.</p> <p>2.6 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>2.7 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>2.8 Members are required to bring their own sound amplification equipment.</p> <p>2.9 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>2.10 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.</p>

Meeting facilities	Rules/conditions
	<p>Due to manpower constraints, services are not provided for combining the two Press Conference Rooms for use on Saturday, Sunday and public holidays.</p>
<p>3. Waiting Rooms 214 and 216</p>	<p>3.1 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.</p>
<p>4. Meeting Rooms in Room 317 on 3/F</p>	<p>4.1 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>4.2 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>5. Meeting Rooms 505a, 505b and 506</p>	<p>5.1 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>5.2 Political groups wishing to block book any of these meeting rooms in the current legislative session may fill out the <b>attached form</b> and return it to the Secretariat.</p> <p>5.3 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>

Meeting facilities	Rules/conditions
6. Function Hall A and Function Hall B on 5/F	<p>6.1 For official activities organized by the Legislative Council.</p> <p>6.2 The event should be related to the business of the Legislative Council.</p> <p>6.3 Bookings may be made no earlier than eight weeks in advance.</p> <p>6.4 Members may only book for no more than four hours per week.</p> <p>6.5 If the President or the chairman of a committee needs to organize an official event, the original booking made by an individual Member will be cancelled with not less than three working days' notice (including Saturdays but excluding Sundays and public holidays) to facilitate the Member concerned to make alternative arrangements.</p> <p>6.6 If Function Hall is not in use by Members, the Secretariat may hold activities (such as staff training and internal meetings) there.</p> <p>6.7 Fully self-service mode, where users are required to set up the venue and operate the equipment themselves, including LED wall, projectors, motorized partition walls, televisions and audio equipment.</p> <p>6.8 To ensure effective utilization of resources, Members should carefully assess the number of participants of an event before booking.</p> <p>6.9 For large scale events, the organizer must <b>complete the pre-registration for all participants</b> through the Electronic Visitor Admission System <b>at least one working day</b> in advance (including Saturdays but excluding Sundays and public holidays) to facilitate visitor registration and security check on the day.</p> <p>6.10 No additional parking spaces will be provided for the event.</p>

Meeting facilities	Rules/conditions
<p>7. Meeting Rooms on Members' floors (i.e. Rooms 15-16 on 9/F to 14/F)</p>	<p>7.1 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>7.2 Booking is restricted to Members whose offices are located on the respective floors.</p> <p>7.3 During the period from 8:00 am to 10:00 pm, Monday to Saturday, each Member may only book each meeting room for no more than five hours per week (excluding Sunday).</p>
<p>8. Meeting Rooms on triangular portion, 9/F and 10/F (Rooms 9A to D and 10A to D)</p>	<p>8.1 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>8.2 All Members are eligible to book.</p> <p>8.3 During the period from 8:00 am to 10:00 pm, Monday to Saturday, each Member may only book each meeting room for no more than five hours per week (excluding Sunday).</p> <p>8.4 Fully self-service mode, where users are required to set up the venue and operate the equipment themselves, including projectors, televisions, motorized partition walls and audio equipment.</p> <p>8.5 To ensure effective utilization of resources, Members should carefully assess the number of participants of an event before booking the combined venue.</p> <p>8.6 For large scale events, the organizer must <b>complete the pre-registration for all participants</b> through the Electronic Visitor Admission System <b>at least one working day</b> in advance (including Saturdays but excluding Sundays and public holidays) to facilitate visitor registration and security check on the day.</p> <p>8.7 No additional parking spaces will be provided for the event.</p>

(Please complete and return this to the Secretariat)

To : General Administration Office  
Administration Division  
Legislative Council Secretariat

Tel No : 3919 3014

Email address : [sf-ss@legco.gov.hk](mailto: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.