

### **Administrative arrangements for the use of facilities in the Legislative Council Complex**

All facilities for Members and staff, including Members' Offices, in the Legislative Council ("LegCo") Complex are public resources that should be used for LegCo-related business. The administrative arrangements for the use of these facilities are set out below.

#### **Facilities reserved for Members**

##### Ante Chamber (1/F)

2. Under section 4(1) of the Administrative Instructions for Regulating Admittance and Conduct of Person (Cap. 382 sub. leg. A), no persons other than Members or officers of the Council shall enter the Ante Chamber without the President's permission.

3. Apart from Members and officers of the Council, public officers designated by the Administration for attending Council meetings and those responsible for maintaining communication with LegCo may enter the Ante Chamber on Council meeting days. Other official guests of the Council such as overseas delegations and Secretariat staff authorized by the Secretary General ("SG") may also enter the Ante Chamber.

##### Dining Hall (1/F)

4. Apart from Members, the following persons may be allowed to use the Dining Hall for the following purposes:

- (a) official guests of the Council invited by the Council, the President or any committees of the Council, and official guests of the Secretariat invited by SG for attending Guest Day Lunch or any other functions organized by the Secretariat;
- (b) guests of Members on Guest Day Lunch normally held on Mondays and Tuesdays except public holidays;
- (c) invited media representatives attending workshops or other activities organized by the Secretariat; and
- (d) the Secretariat for holding training and education activities when the Dining Hall is not in use by Members.

### Wellness Room

5. Wellness Room (Room 504) on 5/F of the Complex is equipped with fitness equipment and shower facilities for Members' exclusive use. No visitors are allowed in this room.

### **Common facilities for Members and staff**

#### Coffee Corner and Roof Garden

6. The Coffee Corner (Room 503) is on 5/F of the LegCo Complex. Services provided by stewards at the Coffee Corner are only available to Members and directorate staff of the Secretariat and their guests during service hours.

7. The Roof Garden located on 5/F of the Complex is open to all Members and staff. Staff members can bring food and drinks to the Roof Garden for consumption. Members' Offices and Divisions of the Secretariat may use the Harbourview Corner of the Roof Garden for office functions, subject to its availability.<sup>1</sup>

#### Library and Archives

8. Members and staff issued with access cards may access the Stack Area and Reading Area on G/F and GM/F of the Library for reading and using the printed collections and electronic resources of the Library.

9. Members may also use the Reading Rooms of the Archives to inspect confidential records and materials provided to the Council or its committees through arrangement of the respective clerks.

10. Members and staff are provided with a library bar code on their access cards to facilitate borrowing of materials from the Library; and a user number to reserve archival records for consultation in the Reading Rooms of the Archives.

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<sup>1</sup> The Harbourview Corner is temporarily closed for improvement works.

### **Facilities for all authorized users**

11. The Public Reading Area of the Library, the Reading Rooms of the Archives, the Cafeteria, education facilities and Souvenir Shop are open to all users including the authorized public. Members of the public may reserve seats to observe open meetings of the Council and its committees in the Public Galleries.

12. Two lactation rooms (i.e. Lactation Rooms 1 and 2) on G/F of the Complex are available for use by female users. Female Members and Members' staff who hold valid access cards issued by the Secretariat may enter the rooms with their cards. Female visitors who wish to use the lactation rooms may obtain an access card for the rooms from the reception counter in the Main Lobby of the Complex.

### **Petitions and demonstrations**

13. Individuals and groups are generally allowed to stage petitions or demonstrations at the Designated Demonstration Area ("DDA") under the drum outside Public Entrance 1 of the LegCo Complex. No temporary structure (e.g. stage and backdrop) should be used, placed, erected or kept at DDA. Further details are set out in the "Guidelines for staging petitions or demonstrations by individuals and groups at designated demonstration areas in premises managed by The Legislative Council Commission" ([https://www.legco.gov.hk/general/english/visiting/guidelines\\_for\\_demonstration.html](https://www.legco.gov.hk/general/english/visiting/guidelines_for_demonstration.html)).

14. Petitions and demonstrations are not allowed at any location inside or outside the Complex (other than DDA) under the management of The Legislative Council Commission.

Legislative Council Secretariat  
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