

香港科技大学（广州）红鸟学创空间大教室使用规章制度

（暂行）

第一章 总则

第一条 为了维护公共秩序、提高红鸟学创空间大教室使用效率、保障公共安全、规范行为准则和便于管理维护等多种原因，结合学校和红鸟学创空间大教室实际，制定本规定。

第二条 本规定适用于大教室各功能区的使用者或大教室各项服务的服务对象。除梧桐大教室的舞台区域之外，红鸟学创大教室仅供本校老师和学生使用，校外人员须经过校园相关部门或者红鸟学创空间大教室管理员的批准后再使用。

第三条 大教室三层分别是胡杨大教室、梧桐大教室、木棉大教室并且包含不同功能区：公共学习区、会议室（讨论室）、茶水间、梧桐大教室舞台区、健身区、休息区、卡座区、电话厅区、工具房等。

第四条 使用红鸟学创空间大教室的人员应该遵守公共秩序、遵守公序良俗，不得浏览不良网站、玩电子游戏等任何可能扰乱公共秩序的行为。

第五条 使用红鸟学创空间大教室的人员应该保持环境卫生，不得随意乱扔垃圾或其他物品，不得擅自涂鸦或刻画。

第六条 红鸟学创空间大教室内禁止吸烟、饮酒等行为，禁止私自使用大功率电器，不得在红鸟学创空间大教室内进行任何可能危及他人安全的行为。

第七条 使用红鸟学创空间大教室的人员应该保护公共设施和设备，不得恶意损坏或损毁公共设施和设备。

第八条 使用红鸟学创空间大教室内的设备和家具时，应该正确使用并及时归位，不得随意移动或摆放设备。

第九条 红鸟学创空间大教室内禁止未经允许进行商业活动或其他违法行为，不得进行任何可能侵犯他人权益的行为。

第十条 使用红鸟学创空间大教室的公共学习区尽量不打扰其他人，如需进行大声交流或其他活动，应该事先预约或寻找合适功能区进行。

第十一条 在红鸟学创空间大教室内，所有个人物品的安全由物品所有人自行负责。个人贵重物品请随身携带或妥善保管，以防丢失或损坏。

第十二条 使用红鸟学创空间大教室时应该遵守相关规定和制度，如有任何疑问或不明白之处，应该咨询相关工作人员或红鸟学创空间大教室管理人员。空间管理员在发现违规情况后，若经历二次警告后仍然不遵守空间制度规范，管理员有权取消违规学员空间使用权限。第一次为口头警告，第二次是发邮件给“红鸟硕士基地”项目导师和违规学员邮箱进行警告。第三次则是正式发布通知取消空间使用权限。

第二章 大教室公共学习区使用细则

第十二条 为了保障公共学习区的正常使用和设备的安全，制定以下公共学习区使用制度：

公共学习区使用注意事项

- 1) 桌椅使用前请检查是否稳固，如有松动或损坏，请及时向红鸟学创教室空间管理员反馈。
- 2) 工具墙上的工具和设备仅限于公共学习区使用，不得私自带离开。
- 3) 屏风、手推车、白板、伸缩插座等设备使用完毕后请及时归还。

- 4) 铁制文件柜和墙体内嵌储物柜仅供存放校园相关文件和物品，不得私自更改或移动。
- 5) 公共学习区内禁止吸烟、饮酒，食用气味刺鼻影响他人的食物保持环境整洁。
- 6) 公共学习区内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向红鸟学创空间大教室管理员报告。
- 7) 红鸟硕士班学生工位原则上按小组人数分配工位，一人一椅，组内空间资源可共享。如有组员长期（两周以上）不使用工位，大教室有权利回收闲置工位，如有特殊情况请提前发邮件给红鸟学创空间说明。
- 8) 如放弃使用工位，请发邮件通知红鸟学创空间；日后如需继续使用工位，在空间资源紧张的情况下可能需排队候位。

第三章 大教室会议室（讨论室）使用细则

第十三条 为了保障会议的正常进行和会议室（讨论室）设备的安全，制定以下会议室（讨论室）使用制度：

会议室（讨论室）预订

- 1) 预订会议室（讨论室）须提前申请，可通过学校 Booking 预订系统或向红鸟学创教室空间管理员咨询如何预订。
- 2) 预订会议室（讨论室）时需提供预约人基本信息、会议室（讨论室）名称、时间、使用时长等相关信息。
- 3) 如有预约行动变化，请提前 Booking 预订系统取消预订或咨询红鸟学创教室空间管理员如何取消或者变更。如在成功预约时间后，超过本次预约时间 15 分钟仍未进入占用，将视作放弃本次使用资格，其他人可自行进入使用直至下一预约时段开始。

会议室（讨论室）使用注意事项

- 1) 电子设备（如投影仪、音响等）使用前请先检查设备是否正常，并熟悉设备的使用方法，若需要了解设备使用，须提前和空间管理员联系进行设备测试。
- 2) 使用完毕后请关闭电子设备，确保设备处于安全状态。
- 3) 空间内桌椅请勿随意移动或更换位置，如需移动或更换，请事先与红鸟学创教室空间管理员联系。
- 4) 空间内墙体内嵌书架仅供放置校园相关资料，不得私自更改或移动。
- 5) 借用空间举办活动的组织方，在活动举行完毕需要自行整理场地，家具座椅等及时归位。
- 6) 空间内禁止吸烟、可食气味温和食品、勿饮酒，保持环境整洁。
- 7) 空间内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向红鸟学创教室空间管理员报告。
- 8) 空间使用完毕后，请关闭空调和灯光，节约能源。
- 9) 空间使用完毕后，请将空间清理干净，保持整洁，空气清新。
- 10) 空间只提供使用平台，不负责活动内容参与和承担其他职责。

第四章 大教室茶水间使用细则

第十四条 为了保障老师和学生的健康和茶水间设备的安全，制定以下茶水间使用制度：

茶水间使用注意事项

- 1) 冰箱内仅限于存储食品和饮料，不得存放其他杂物，食物腐坏或者发臭后将自动作为垃圾被清理。
- 2) 冰箱内的食物和饮料应贴好个人标识，不能随意拿取其他同学和老师存储食物，未贴明标识的物品将被定期清理。
- 3) 微波炉使用前请先检查设备是否正常，并注意使用安全。
- 4) 咖啡机使用时请注意安全和卫生，咖啡豆日常适量提供，管理员定期添补。咖啡奶伴不足可以到茶水间储物柜中拿取自行添补。
- 5) 饮水机需要增补水量时，可以自行添补加到饮水机下机柜处。若附近满水水桶不足，可以通知空间管理员安

排学校后勤部门送水。

- 6) 茶水间桌椅使用完毕后请及时清理干净，保持整洁。
- 7) 茶水间内禁止吸烟、饮酒，保持环境整洁。
- 8) 茶水间内禁止私自使用电器烹饪，影响环境 and 安全。
- 9) 茶水间内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向红鸟学创教室空间管理员报告。

第五章 梧桐大教室舞台使用细则

第十五条 为了保障校园内部活动和演出的顺利进行，同时确保舞台区设备的安全和环境的整洁，制定以下梧桐大教室舞台区使用制度：

舞台区使用范围

- 1) 舞台区仅限于校园内部的活动和演出使用，可通过学校 Booking 预订系统或向红鸟学创教室空间管理员咨询如何预订。外来人员须经过校园相关部门和红鸟学创大教室空间管理员的批准和安排。

舞台区设备使用注意事项

- 1) 投影仪、话筒、音响、遥控器等设备使用前请先检查设备是否正常，如有故障或损坏，请及时向红鸟学创教室空间管理员反馈。
- 2) 桌椅使用完毕后请及时清理干净，保持整洁。
- 3) 活动提供的食品和饮料请按照相关规定摆放，活动举办方可根据需要提供活动所需的食品和饮料。同时，应注意食品卫生和饮料质量，确保食品和饮料的安全和卫生。
- 4) 舞台区设备使用完毕时，请及时关闭设备电源，并进行必要的清洁和维护，做好设备的保养工作。
- 5) 舞台区内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向红鸟学创教室空间管理员报告。

舞台区环境卫生要求

- 1) 舞台区内禁止吸烟、饮酒，保持环境整洁。
- 2) 演出或活动结束后，请及时清理舞台区，将垃圾和废弃物放置在指定的垃圾桶中，保持环境卫生；活动结束后需及时将家具归回原位。

第六章 大教室健身区使用细则

第十六条 为了保障校园老师和学生的身体健康和健身区设备的安全，同时确保健身区的环境整洁，制定以下健身区使用制度：

健身器材使用注意事项

- 1) 健身器材使用前请先检查设备是否正常，如有故障或损坏，请及时向红鸟学创教室空间管理员反馈。
- 2) 使用器材时，请按照器材使用说明书进行使用，确保使用正确。
- 3) 使用器材完毕时，请及时清理器材和卫生用品，如擦汗毛巾等，保持环境卫生。
- 4) 器材损坏或遗失，请及时向红鸟学创教室空间管理员报告。

穿戴保护安全设备注意事项

- 1) 进入健身区前请更换运动鞋，以免污染健身区地面。
- 2) 使用器材时，请穿戴适当的保护安全设备，例如运动鞋、手套等，确保个人安全。

- 3) 禁止在健身区使用裸露的服装，应穿戴适当的运动服装。
- 4) 禁止在健身区穿戴珠宝、手表等易受损坏的物品。

其他注意事项

- 1) 健身区内禁止吸烟、饮食，保持环境整洁。
- 2) 健身区内禁止大声喧哗，保持安静。
- 3) 健身区内禁止私自搬动、拆卸设备。
- 4) 健身区内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向红鸟学创教室空间管理员报告。

第七章 大教室休息区使用细则

第十七条 为了让老师和学生在工作中得到足够的休息和放松，同时确保沙发休息区的设备安全和环境整洁，制定以下沙发休息区使用制度：

沙发家具使用注意事项

- 1) 使用沙发家具时，请注意轻放，避免损坏家具。
- 2) 沙发家具上禁止放置食物、饮料等易污染或损坏家具的物品。
- 3) 使用完毕后，请及时清理家具和卫生用品，保持环境卫生。
- 4) 如发现家具损坏或遗失，请及时向红鸟学创教室空间管理员报告。

茶几使用注意事项

- 1) 使用茶几时，请注意轻放，避免损坏茶几。
- 2) 使用完毕后，请及时清理茶几和卫生用品，保持环境卫生。
- 3) 如发现茶几损坏或遗失，请及时向红鸟学创教室空间管理员报告。

懒人沙发使用注意事项

- 1) 懒人沙发可以随意移动，但不能私自搬离大教室或长期占为己用。
- 2) 使用懒人沙发时，请注意轻放，避免损坏懒人沙发。
- 3) 懒人沙发上禁止放置食物、饮料等易污染或损坏懒人沙发的物品。
- 4) 使用完毕后，请及时清理懒人沙发和卫生用品，保持环境卫生。
- 5) 如发现懒人沙发损坏或遗失，请及时向红鸟学创教室空间管理员报告。

其他注意事项

- 1) 休息区内禁止吸烟，保持环境整洁。
- 2) 休息区内禁止使用设备公放声音等影响他人休息的行为。
- 3) 休息区内禁止大声喧哗，不影响他人休息或者学习。
- 4) 休息区内禁止私自搬动、拆卸设备。
- 5) 休息区内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向红鸟学创教室空间管理员报告。

第八章 大教室卡座区使用细则

第十八条 为了方便学生进行小组讨论、自习等，保证空间内卡座讨论区环境整洁和设施安全，制定以下使用制

度：

桌椅使用注意事项

- 1) 使用桌椅时，请注意轻放，避免损坏桌椅。
- 2) 桌椅上禁止放置易污染或损坏桌椅的物品。
- 3) 使用完毕后，请及时清理桌椅和卫生用品，保持环境卫生。
- 4) 如发现桌椅损坏或遗失，请及时向红鸟学创教室空间管理员报告。

电源设备使用注意事项

- 1) 使用电源设备时，请注意正确插拔，避免损坏电源设备。
- 2) 使用电源设备时，应遵守安全用电规定，禁止私拉乱接。
- 3) 使用完毕后，请及时断开电源，保持节能环保。
- 4) 如发现电源设备损坏或遗失，请及时向红鸟学创教室空间管理员报告。

其他注意事项

- 1) 卡座讨论区内禁止吸烟、饮酒，保持环境整洁。
- 2) 卡座讨论区内禁止使用设备公放声音等影响他人学习的行为。
- 3) 卡座讨论区内禁止长期占座，如需要长时间使用，请提前向红鸟学创教室空间管理员申请。
- 4) 卡座讨论区内的其他设施和物品请爱惜使用，如有损坏或遗失，请及时向管理员报告。

第九章 大教室电话厅区使用细则

第十九条 为了方便学生和老师进行电话沟通和接听，保证电话厅区域内环境整洁和设施安全，制定以下使用制度：

桌椅使用注意事项

- 1) 使用桌椅时，请注意轻放，避免损坏桌椅。
- 2) 桌椅上禁止放置易污染或损坏桌椅的物品。
- 3) 使用完毕后，请及时清理桌椅和卫生用品，保持环境卫生。
- 4) 如发现桌椅损坏或遗失，请及时向红鸟学创教室空间管理员报告，以便及时维修或寻找。

电源设备使用注意事项

- 1) 请勿将私人电器设备接入电话厅区的电源插座，以免影响电话厅区其他设备的正常使用。
- 2) 使用完毕后，请及时关闭电源开关，以节约能源。

其他使用注意事项

- 1) 请勿在电话厅区内大声喧哗、吵闹，以免影响他人使用和休息。
- 2) 请勿在电话厅区内吸烟或进行其他有害行为，以保持环境卫生和健康。
- 3) 请勿长期占用电话厅区，以便让其他需要使用电话厅区的人有机会使用。

第十章 大教室工具房使用细则

第二十条 为了方便学生和老师进行自主办公或学习，保证工具房区域内环境整洁和设施安全，制定以下使用制度：

日常工具使用注意事项：

- 1) 在使用完工具后，请将其妥善归位。确保工具摆放整齐，并避免将工具随意乱放。这样有助于维护工具房的整洁和保持工具的完好状态。

锋利工具使用注意事项：

- 1) 对于锋利的工具，如小刀、锯子等，请谨慎使用，并将其放置在专用的工具箱或刀架上。使用时请确保周围环境安全，并避免对他人或自己造成伤害。

电动工具使用注意事项：

- 1) 在使用电动工具时，请确保电源线路安全可靠，并遵循正确的操作步骤。避免长时间使用电动工具，以防止过热或其他故障。在使用完毕后，及时断开电源并妥善存放电动工具。

其他注意事项：

- 1) 工具房内禁止吸烟、饮食，保持环境整洁。
- 2) 在使用工具房之前，请确保你已经了解并熟悉所使用工具的正确使用方法和安全操作规程。
- 3) 遵循安全操作指南，正确佩戴个人防护装备（如手套、护目镜等），以保护自己的安全。
- 4) 在使用工具房期间，请保持警惕，防止工具被盗或擅自带出。如果发现有人滥用或盗用工具，请立即联系红鸟学创空间的管理人员报告情况。

第十一章 大教室储物柜使用细则

第二十一条 为加强红鸟学创大教室储物柜管理，方便学生存放个人物品，制定以下使用制度：

储物柜使用注意事项

- 1) 使用人应提前向红鸟学创空间大教室管理员申请使用储物柜。
- 2) 妥善保管储物柜密码，不得随意调换使用，更不得借与他人使用，以免物品丢失。
- 3) 为做好储物柜的安全防盗工作，请随手关门。
- 4) 如发现锁具损坏或遇到特殊情况不能开门请及时联系大教室管理员登记报修。切勿擅自使用工具强行开启。因个人原因错误操作而造成的储物柜损坏，需按原价赔偿。
- 5) 请使用保持储物柜的清洁与整齐。严禁存放违禁品、管制类化学品、易燃易爆类危险化学品、腐蚀性危险化学品、气味浓烈的物品，禁止存放易洒品、易腐败的食物。
- 6) 请勿将贵重物品放于柜中，如发生丢失后果自负。
- 7) 储物柜尺寸和承重有限（限重 20 斤），请勿存放过大或过重的物品。
- 8) 大教室管理员因工作需要有权要求学生配合打开储物柜接受检查，学生要积极予以配合。
- 9) 如使用人长期离开大教室（如毕业），需清空储物柜内的物品，并主动联系管理员归还，管理员对储物柜进行检查。若有损坏，学生按照学校资产管理办法进行相关赔偿。

第十二章 大教室资产借用细则

第二十二条 为了方便学生和老师便捷借用大教室固定资产，保证大教室资产不受侵害，制定以下使用制度：

使用范围

- 1) 所有固定资产的借用须通过固定资产借用流程，具体可咨询大教室管理员。大教室固定资产包含：桌、椅、沙发、白板、推车、屏风、储物柜、会议平板、贵重设备等。原则上大教室固定资产仅限于大教室内使用。

固定资产借用注意事项

- 1) 借用固定资产前，借用人应对所借用资产进行检查，确认资产借出前的状态，如发现瑕疵，应在借用表中如实记录。
- 2) 借用人应在借用期间有义务对固定资产进行妥善保管，不得私自更改、拆卸、损坏或转借给他人使用。
- 3) 如借用人应在借用期间有不当行为造成固定资产受损的情况，应在借用表中如实记录，严重损坏者应视损坏程度照价赔偿。
- 4) 借用人应按时归还固定资产，如有违背者，超期两次口头提醒，超期第三次进入资产借用黑名单。

第十三章 大教室访客参观细则

第二十三条 为了维护学生在红鸟学创空间大教室内的学习和工作舒适度，同时保证参观者能够充分了解和体验红鸟学创空间大教室的特色和创新活动，我们制定了以下规章制度：

参观申请注意事项

- 1) 为了确保学生的学习和工作不受干扰，所有参观组织参观负责人需要提前至少半天联系空间管理员进行参观申请。
- 2) 参观申请须事先通过电子邮件或其他指定的联系方式进行。
- 3) 在申请中请提供参观人员的参观日期和预计参观时长。

解说服务注意事项

- 1) 为了让参观者更好地了解红鸟学创空间大教室，如果参观者在参观过程中需要解说服务，请在预约时提前告知。
- 2) 空间管理员可以根据可行性和可用性提供解说服务。
- 3) 解说服务包括对空间设施、学生项目和创新活动的解释和介绍。
- 4) 解说员需要控制音量小于 65 分贝，尽量避免打扰学生。

参观行为规范注意事项

- 1) 为了维护学生的学习和工作环境，参观者在空间内需要控制说话分贝，避免过于大声或喧哗。
- 2) 参观者不得随意打扰学生的学习或工作，包括私自挪动学生工位上的物件。
- 3) 参观者应注意保持空间整洁和有序，不乱丢垃圾或破坏设施设备。
- 4) 参观者需遵守空间管理员或工作人员的指示和规定，确保参观过程的顺利进行。

安全注意事项

- 1) 参观者需要遵守空间内的安全规定和指示，确保自身和他人的安全。
- 2) 如果发生紧急情况或意外事件，请立即向空间管理员或工作人员报告并按照指示行动。

第十四章 监督与惩罚

第二十四条 红鸟学创空间管理部门负责监督本规章制度的执行情况，并有权对违规行为进行处罚。

第二十五条 违反本规章制度的个人或团体，将视情节轻重，给予警告或暂停其使用红鸟学创大教室的权利，严重者可报请学校进一步处理。

第十五章 附则

第二十六条 本规章制度自发布之日起实施，由红鸟学创空间管理部门负责解释。如有修改，按最新版本执行。

HKUST (GZ) Red Bird Maker Space Classroom Usage Regulations (Interim)

Chapter 1 General Provisions

Article 1

In order to maintain public order, improve the efficiency of Red Bird Maker Space-Classroom (also called RBMS Classroom), ensure public safety, regulate behavioral norms, and facilitate management and maintenance, this regulation is formulated in conjunction with the actual conditions of the Red Bird Maker Space-Classroom.

Article 2

This regulation applies to users of various functional areas in the classroom or recipients of various services in the classroom. Except for the stage area, Red Bird Maker Space-Classroom is only available for use by teachers and students of this school. External personnel must obtain approval from the relevant campus department or the administrator of Red Bird Maker Space-Classroom before use.

Article 3

The three floors of the classroom are RBMS Classroom(W1-4F), RBMS Classroom(W1-5F), and RBMS Classroom(W1-6F), each containing different functional areas: public study area, meeting room (discussion room), coffee room, RBMS Classroom stage area, gym area, rest area, booth area, phone room area, tool room, etc.

Article 4

Personnel using Red Bird Maker Space-Classroom should abide by public order and good morals, refraining from visiting pornographic websites, playing video games, or engaging in any activities that may disrupt public order..

Article 5

Personnel using Red Bird Maker Space-Classroom should maintain environmental hygiene and refrain from littering or vandalizing.

Article 6

Smoking and drinking are prohibited in Red Bird Maker Space-Classroom, and the use of high-power electrical appliances is prohibited. Any behavior that may endanger the safety of others is not allowed.

Article 7

Personnel using Red Bird Maker Space-Classroom should protect public facilities and equipment and must not maliciously damage or destroy them.

Article 8

When using the equipment and furniture in Red Bird Maker Space-Classroom, they should be used correctly and returned in time. Equipment must not be moved or placed arbitrarily.

Article 9

Commercial activities or other illegal activities are prohibited in Red Bird Maker Space-Classroom without permission, and any behavior that may infringe on the rights of others is not allowed.

Article 10

Users of the public study area in Red Bird Maker Space-Classroom should try not to disturb others. If it is necessary to engage in loud conversations or other activities, advanced reservations in the discussion room or other suitable functional areas should be sought.

Article 11

In the RBMS Classrooms, the owner's responsibility is the safety of all personal belongings. Please keep valuable personal items with you or store them securely to prevent loss or damage.

Article 12

When using Red Bird Maker Space-Classroom, relevant regulations and systems should be followed. If there are any questions or unclear points, consult relevant staff or the administrator of Red Bird Maker Space-Classroom. After discovering violations, the administrator has the right to cancel the space usage privileges of the violating student after two warnings. The first warning is verbal, the second warning is an email sent to the RBM project supervisors and the violating student, and the third warning is the formal announcement of the cancellation of space usage privileges.

Chapter 2 Rules for the Use of Public Study Area in the Classroom

Article 12

In order to ensure the normal use of the public study area and the safety of equipment, the following rules for the use of the public study area are formulated:

Notes for the Use of the Public Study Area

- 1) Before using the tables and chairs, please check if they are stable. If there is any looseness or damage, please promptly report it to the Red Bird Maker Space-Classroom administrator.
- 2) The tools and equipment on the tool wall are only for use in the public study area and must not be taken away without permission.
- 3) After using the screens, hand carts, whiteboards, retractable sockets, and other equipment, please return them in a timely manner.
- 4) The iron filing cabinet and wall-embedded storage cabinets are for storing campus-related documents and items only and must not be changed or moved without permission.

- 5) Smoking and drinking are prohibited in the public study area, and the consumption of strongly scented food that may affect others should be avoided to maintain a clean environment.
- 6) Please take good care of other facilities and items in the public study area. If there is any damage or loss, please report it to the Red Bird Maker Space-Classroom administrator promptly.
- 7) For RBM students, work seats are allocated based on the number of group members, with one seat one person, and space resources within the group are shareable. If a group member does not use their work seats for a long time (more than two weeks), RBMS reserves the right to reclaim the unused work seat. If there are any special circumstances, please inform the Red Bird Maker Space via email in advance.
- 8) If you decide to give up using your work seat, kindly notify the Red Bird Maker Space by email. Should you wish to resume using a work seat later, you may be required to join a waiting list due to the potential scarcity of space resources.

Chapter 3 Rules for the Use of Meeting Rooms (Discussion Rooms) in the Classroom

Article 13

In order to ensure the smooth progress of meetings and the safety of meeting rooms (discussion rooms), the following regulations for the use of meeting rooms (discussion rooms) are established:

Reservation of Meeting Rooms (Discussion Rooms)

- 1) Reservation of meeting rooms (discussion rooms) should be made in advance. This can be done through the school's Booking reservation system or by consulting the Red Bird Maker Space-Classroom Administrator for information on how to make a reservation.
- 2) When reserving a meeting room (discussion room), basic information of the applicant, the name of the meeting room (discussion room), the time, duration of use, and other relevant information must be provided.
- 3) If there are any changes in the reservation, please cancel or modify the reservation in advance through the Booking reservation system or consult the Red Bird Maker Space-Classroom Administrator for instructions. If, after the scheduled reservation time, the room remains unoccupied for more than 15 minutes, it will be considered as giving up the right to use it, and other individuals may enter and use the room until the next scheduled time slot begins.

Guidelines for the Use of Meeting Rooms (Discussion Rooms)

- 1) Before using electronic equipment such as projectors and sound systems, please check if the devices are functioning properly and familiarize yourself with their operation. If you need assistance with the equipment, contact the classroom administrator in advance to arrange a device test.
- 2) After use, please turn off the electronic equipment to ensure their safety.
- 3) Do not move or change the position of the tables and chairs in the space without permission. If you need to move or rearrange them, please contact the Red Bird Maker Space-Classroom Administrator in advance.
- 4) The built-in bookshelves in the space are for placing campus-related materials only and should not be altered or moved without permission.
- 5) Organizers of events held in the space are responsible for tidying up the venue, including furniture and seating,

after the event is finished.

- 6) Smoking, strongly scented food, and alcohol are prohibited in the space. Please keep the environment clean.
- 7) Please take care of and properly use other facilities and items in the space. If any damage or loss occurs, please report it promptly to the Red Bird Maker Space-Classroom Administrator.
- 8) After using the space, please turn off the air conditioning and lights to save energy.
- 9) After using the space, please clean it thoroughly, keep it tidy, and ensure fresh air.
- 10) The space only provides a platform for use and is not responsible for participating in or assuming any other responsibilities related to the event content.

Chapter 4: Guidelines for the Use of the Coffee Room in the Classroom

Article 14

In order to ensure the health of teachers and students and the safety of the coffee room facilities, the following regulations for the use of the coffee room are established:

Guidelines for the Use of the Coffee Room

- 1) The refrigerator is solely for storing food and beverages and should not be used for other miscellaneous items.
- 2) Any food and drinks in the refrigerator should be affixed with personal labels. Food stored by other students and teachers should not be taken at will. Items without clear labels will be cleaned regularly.
- 3) Before using the microwave, please check if the equipment is functioning properly and observe safety precautions.
- 4) When using the coffee machine, please ensure safety and hygiene. Coffee beans will be provided in moderation on a daily basis, and the administrator will replenish them regularly. If there is a shortage of coffee creamer, you may replenish it from the storage cabinet in the coffee room.
- 5) If the water dispenser needs to be refilled, you may add water to the lower cabinet of the dispenser. If the nearby full water containers are insufficient, please notify the space administrator to arrange for water delivery.
- 6) After using the tables and chairs in the coffee room, please clean them promptly and keep the area tidy.
- 7) Smoking and alcohol consumption are prohibited in the coffee room. Please maintain a clean environment.
- 8) It is forbidden to use electrical appliances for cooking in the coffee room, which will affect the environment and safety.
- 9) Please handle the other facilities and items in the coffee room with care. If there is any damage or loss, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Chapter 5: Guidelines for the Use of RBMS Classroom Stage

Article 15

In order to ensure the smooth running of internal campus activities and performances, as well as the safety and cleanliness of the stage area equipment, the following regulations for the use of RBMS Classroom Stage are established:

Scope of Stage Area Use

- 1) The stage area is limited to on-campus events and performances and can be booked through the school Booking system or by contacting the Red Bird Maker Space-Classroom Administrator. External personnel must be approved and arranged by the relevant campus departments and the Red Bird Maker Space-Classroom Administrator.

Guidelines for Stage Area Equipment Use

- 1) Before using the projector, microphone, sound system, remote control, and other equipment, please check their functionality. If there are any malfunctions or damages, please promptly report them to the Red Bird Maker Space-Classroom Administrator.
- 2) After using the tables and chairs, please clean them promptly and maintain cleanliness.
- 3) Food and beverages provided during events should be arranged according to relevant regulations. The event organizers may provide necessary food and beverages as required. It is important to ensure food hygiene and the quality of beverages for the safety and hygiene of all participants.
- 4) When ceasing the use of stage area equipment, please turn off the power and perform necessary cleaning and maintenance to ensure proper upkeep of the equipment.
- 5) Please handle other facilities and items in the stage area with care. If there is any damage or loss, please promptly report it to the Red Bird Maker Space-Classroom Administrator.

Requirements for Stage Area Environmental Hygiene

- 1) Smoking and alcohol consumption are prohibited in the stage area. Please maintain a clean environment.
- 2) After performances or events, please clean the stage area promptly and dispose of trash and waste in designated bins to maintain environmental hygiene. If any furniture or equipment was moved, please return them to their original positions after the event.

Chapter 6: Guidelines for the Use of RBMS Classroom Gym Area

Article 16

In order to ensure the physical health of teachers and students on campus, as well as the safety and cleanliness of the gym area equipment, the following regulations for the use of the gym area are established:

Guidelines for Gym Equipment Use

- 1) Before using the gym equipment, please check if the equipment is in working order. If there are any malfunctions or damages, please promptly report them to the Red Bird Maker Space-Classroom Administrator.
- 2) When using the equipment, please follow the instructions provided for each equipment to ensure proper usage.
- 3) After using the equipment, please clean the equipment and hygiene items such as sweat towels promptly to maintain cleanliness.
- 4) If any equipment is damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Wearing Protective Safety Equipment

- 1) Before entering the gym area, please change into appropriate sports shoes to avoid contaminating the gym floor.
- 2) When using the equipment, please wear proper protective safety equipment such as sports shoes and gloves to ensure personal safety.
- 3) Wearing revealing clothing is prohibited in the gym area. Please wear suitable sports attire.
- 4) Avoid wearing jewelry, watches, or other easily damaged items in the gym area.

Other Guidelines

- 1) Smoking and eating are prohibited in the gym area. Please maintain a clean environment.
- 2) Loud noises are prohibited in the gym area. Please keep the area quiet.
- 3) Moving or disassembling equipment without authorization is prohibited in the gym area.
- 4) Please handle other facilities and items in the gym area with care. If there is any damage or loss, please promptly report it to the Red Bird Maker Space-Classroom Administrator.

Chapter 7: Guidelines for the Use of Rest Area in RBMS Classroom

Article 17

In order to provide sufficient rest and relaxation for teachers and students during work, as well as to ensure the safety and cleanliness of the sofa rest area, the following regulations for the use of the sofa rest area are established:

Guidelines for Sofa Furniture Use

- 1) When using sofa furniture, please handle it with care to avoid damaging the furniture.
- 2) Do not place food, beverages, or other items that may contaminate or damage the sofa furniture on them.
- 3) After use, please clean the furniture and hygiene items promptly to maintain a clean environment.
- 4) If any furniture is found damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Coffee Table Use

- 1) When using the coffee table, please handle it with care to avoid damaging the table.
- 2) After use, please clean the table and hygiene items promptly to maintain a clean environment.
- 3) If the coffee table is found damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Recliner Sofa Use

- 1) The recliner sofa can be moved freely, but it should not be moved out of the classroom or occupied for a long period without authorization.
- 2) When using the recliner sofa, please handle it with care to avoid damaging it.
- 3) Do not place food, beverages, or other items that may contaminate or damage the recliner sofa on it.
- 4) After use, please clean the sofa and hygiene items promptly to maintain a clean environment.

- 5) If the recliner sofa is found damaged or lost, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Other Guidelines

- 1) Smoking and eating are prohibited in the rest area. Please maintain a clean environment.
- 2) Using mobile phones, playing loud audio on tablets, or engaging in any behavior that disturbs others' rest is prohibited in the rest area.
- 3) Loud noises are prohibited in the rest area, ensuring that others can rest or study without interruption.
- 4) Moving or disassembling equipment without authorization is prohibited in the rest area.
- 5) Please handle other facilities and items in the rest area with care. If there is any damage or loss, please promptly report it to the Red Bird Maker Space-Classroom Administrator.

Chapter 8: Guidelines for Booth Usage

Article 18

To facilitate group discussions, self-study, and to ensure the cleanliness and safety of the Booth area within the space, the following rules and regulations are established:

Guidelines for Desk and Chair Usage

- 1) When using desks and chairs, please handle them with care to avoid damage.
- 2) Items that can easily stain or damage the desks and chairs are prohibited.
- 3) After use, please clean the desks, chairs, and any sanitary items to maintain cleanliness.
- 4) If you notice any damage or loss of desks or chairs, please report it promptly to the Red Bird Maker Space-Classroom Administrator.

Guidelines for Power Equipment Usage

- 1) When using power equipment, please ensure proper plugging and unplugging to avoid damage.
- 2) Follow safe electricity use regulations and avoid unauthorized connections.
- 3) Disconnect power after use to support energy conservation.
- 4) Report any damage or loss of power equipment promptly to the Red Bird Maker Space-Classroom Administrator.

Other Guidelines

- 1) Smoking and drinking are prohibited in the Booth area to maintain cleanliness.
- 2) It is forbidden to use the device to play sound and other behaviors that affect others' learning in the Booth area.
- 3) The Booth area should not be occupied for prolonged periods. If extended use is necessary, please apply in advance with the Red Bird Maker Space-Classroom Administrator.
- 4) Please use other facilities and items in the Booth area responsibly. Report any damage or loss promptly to the

administrator.

Chapter 9: Guidelines for Phone Room Usage

Article 19

To facilitate phone communication and reception for students and teachers, and to ensure the cleanliness and safety of the Phone Room area, the following rules and regulations are established:

Guidelines for Desk and Chair Usage

- 1) When using desks and chairs, please handle them with care to avoid damage.
- 2) Do not place items that can easily stain or damage the desks and chairs.
- 3) After use, please clean the desks, chairs, and any sanitary items to maintain cleanliness.
- 4) If you notice any damage or loss of desks or chairs, please report it promptly to the Red Bird Maker Space-Classroom Administrator for timely repair or recovery.

Guidelines for Power Equipment Usage

- 1) Do not connect personal electrical devices to the power outlets in the Phone Room to avoid disrupting the normal use of other equipment in the area.
- 2) After use, please turn off the power switch to conserve energy.

Other Usage Guidelines

- 1) Avoid loud talking or noise in the Phone Room to prevent disturbing others.
- 2) Do not smoke or engage in other harmful behaviors in the Phone Room to maintain environmental hygiene and health.
- 3) Do not occupy the Phone Room for extended periods to allow others the opportunity to use it.

Chapter 10: Guidelines for Using the Tool Room

Article 20

To facilitate independent work or study for students and teachers, and to ensure the cleanliness and safety of the Tool Room area, the following rules and regulations are established:

Guidelines for Using Daily Tools

- 1) After using tools, please return them to their proper place. Ensure tools are neatly organized and avoid leaving them scattered. This helps maintain the cleanliness of the Tool Room and the good condition of the tools.

Guidelines for Using Sharp Tools

- 1) For sharp tools such as knives and saws, use them with caution and store them in designated toolboxes or knife racks. Ensure the surrounding environment is safe while using sharp tools to prevent harm to yourself or others.

Guidelines for Using Power Tools

- 1) When using power tools, ensure that the power supply lines are safe and reliable, and follow the correct

operating procedures. Avoid prolonged use of power tools to prevent overheating or other malfunctions. After use, promptly disconnect the power and store the power tools properly.

Other Guidelines

- 1) Smoking and eating are prohibited in the tool room. Please maintain a clean environment.
- 2) Before using the Tool Room, make sure you are familiar with the correct usage methods and safety procedures for the tools you will be using.
- 3) Follow safety operation guidelines and wear appropriate personal protective equipment (such as gloves and safety goggles) to protect yourself.
- 4) While using the Tool Room, remain vigilant to prevent tools from being stolen or improperly taken out. If you notice any misuse or theft of tools, please report it immediately to the Red Bird Maker Space-Classroom Administrator.

Chapter 11: Guidelines for Using Storage Lockers

Article 21

To strengthen the management of storage lockers in the Red Bird Maker Space-Classroom and to facilitate students in storing personal items, the following rules and regulations are established:

Guidelines for Using Storage Lockers

- 1) The user should apply for the use of the locker to the Red Bird Maker Space-Classroom Administrator in advance.
- 2) Properly keep the locker password, shall not exchange and borrow with others to use, to avoid loss of items.
- 3) To ensure the safety and security of the storage lockers, please close the door after use.
- 4) If you find the lock damaged or encounter special circumstances where the door cannot be opened, promptly contact the classroom administrator for repair registration. Do not forcibly open the locker with tools. Damage caused by incorrect personal operation must be compensated at the original price.
- 5) Users should maintain the cleanliness and orderliness of the storage lockers. It is strictly prohibited to store contraband, controlled chemicals, flammable and explosive hazardous chemicals, corrosive hazardous chemicals, or items with strong odors. Do not store spillable items or perishable food.
- 6) Do not place valuable items in the locker. The user assumes responsibility for any loss.
- 7) The storage locker has size and weight limits (maximum weight 20 pounds). Do not store oversized or overweight items.
- 8) The classroom administrator has the right to request students to open their lockers for inspection when necessary for work. Students should cooperate actively.
- 9) If the user leaves the classroom for an extended period (e.g., graduation), he should empty the locker and report to the classroom administrator for inspection. Any damage will be compensated according to the school's asset management policy.

Chapter 12: Guidelines for Borrowing Fixed Assets in the Classroom

Article 22

To facilitate the convenient borrowing of fixed assets by students and teachers and to ensure the protection of the classroom's fixed assets, the following rules and regulations are established:

Scope of Use

- 1) All fixed assets must be borrowed through the fixed assets borrowing process, which can be consulted by the classroom administrator. The fixed assets of large classrooms include desks, chairs, sofas, whiteboards, carts, screens, lockers, conference tablets, valuable equipment, etc. In principle, the fixed assets are limited to the use of classrooms.

Guidelines for Borrowing Fixed Assets

- 1) Before borrowing fixed assets, the borrower should inspect the assets and confirm their condition. Any defects should be accurately recorded on the borrowing form.
- 2) Borrowers are obligated to properly maintain the fixed assets during the borrowing period. They must not alter, disassemble, damage, or lend the assets to others without permission.
- 3) If the borrower engages in improper behavior that results in damage to the fixed assets during the borrowing period, the damage should be accurately recorded on the borrowing form. Severe damage will require compensation based on the extent of the damage.
- 4) Borrowers must return the fixed assets on time. If they fail to do so, they will receive two verbal reminders for the first two overdue instances. On the third overdue instance, they will be placed on the asset borrowing blacklist.

Chapter 13: Guidelines for Visitors in the Classroom

Article 23

To maintain the comfort of students' study and work environment in the Red Bird Maker Space-Classroom, while ensuring that visitors can fully understand and experience the unique features and innovative activities of the Red Bird Maker Space-Classroom, we have established the following regulations:

Guidelines for Visit Applications

- 1) To ensure that students' study and work are not disrupted, all visit organizers must contact the space administrator at least half a day in advance to apply for a visit.
- 2) Visit applications must be submitted via email or other designated contact methods.
- 3) The application should include the visit date and the estimated duration of the visit.

Guidelines for Guided Tours

- 1) To help visitors better understand the Red Bird Maker Space-Classroom, if visitors require a guided tour during their visit, please inform at the time of booking.
- 2) The space administrator can provide guided tours based on feasibility and availability.
- 3) Guided tours include explanations and introductions to the space facilities, student projects, and innovative activities.

- 4) Guides should keep their volume below 65 decibels to avoid disturbing the students.

Guidelines for Visitor Conduct

- 1) To maintain the study and work environment for students, visitors should control their speaking volume and avoid loud or disruptive behavior.
- 2) Visitors must not disturb students' study or work, including not moving items on students' workstations without permission.
- 3) Visitors should keep the space clean and orderly, avoid littering, and not damage facilities or equipment.
- 4) Visitors must follow the instructions and regulations of the space administrator or staff to ensure the smooth conduct of the visit.

Safety Guidelines

- 1) Visitors must adhere to the safety regulations and instructions within the space to ensure their own safety and the safety of others.
- 2) In case of an emergency or unexpected event, visitors should immediately report to the space administrator or staff and follow their instructions.

Chapter 14: Supervision and Penalties

Article 24

The management department of Red Bird Maker Space is responsible for supervising the implementation of these regulations and has the authority to penalize violations.

Article 25

Individuals or groups who violate these regulations may, depending on the severity of the violation, receive a warning or have their right to use the Red Bird Maker Space Classroom temporarily suspended. In severe cases, the matter may be escalated to the school for further action.

Chapter 15: Supplementary Provisions

Article 26

These regulations shall take effect from the date of issuance and are subject to interpretation and amendments by the Red Bird Maker Space management department. Any amendments shall be implemented as per the latest version.