



TUNG WAH COLLEGE

Student Affairs Office

Guidelines for the Use of Student Society Cabinets

The Student Affairs Office (SAO) is responsible for managing the Student Society Cabinets (see Appendix A), and it is essential that all Student Societies adhere strictly to the following guidelines. Failure to comply may result in penalties.

1. Use of Student Society Cabinets:

1.1 Student Society Cabinets are intended solely for the storage of materials related to society activities and should not be used for any other purposes.

1.2 Student Societies are prohibited from storing items that could pose hazards or nuisance to the environment or to members of the College. This includes, but is not limited to, flammable materials, explosives, weapons, pets, food, and controlled substances such as drugs or alcohol.

1.3 Personal identification documents, cash, digital devices, and other valuables must not be stored in the Student Society Cabinets. The College assumes no responsibility for any loss or damage to items stored within the Student Society Cabinets. Students choose to store their belongings at their own risk and must take full responsibility for them.

1.4 The use of Student Society Cabinets that have not been allocated or have been assigned to other students is strictly prohibited. Unauthorized items left in these cabinets may be removed and disposed of without notice.

1.5 Student Society Cabinets are not transferable. Student Societies who do not wish to use their cabinets must notify the SAO and return their Student Society Cabinets accordingly.

2. Application and Renewal:

2.1 Each Student Society will be assigned one Student Society Cabinet. If a Student Society wishes to request additional cabinets, they must submit a new application.

2.2 Application and renewal procedures take place from March to April each year. All applications and written responses must be submitted to the SAO by April 30.

2.3 The usage period runs from 1 September to 31 August each year.

2.4 The SAO reserves the right to allocate and reallocate the Student Society Cabinets during each usage period.

3. Storage:

3.1 No Items should be placed on the floor nearby or on top of the Student Society Cabinets.

3.2 In case of theft, students are required to report to the SAO in person at Room 1901, Tung Wah College Ma Kam Chan Memorial Building (KPC) in person.

3.3 If any Student Society Cabinet is found unoccupied for six months, the SAO reserves the right to retrieve it. New applications must be submitted in the next application round.

4. Safety and Hygiene:

4.1 The SAO will conduct regular safety and hygiene checks three times a year (tentatively every October, February, and June, and whenever necessary). All Student Societies are required to clean the Student Society Cabinets and ensure they are accessible for inspection.

4.2 No stickers or printed materials should be adhered to the Student Society Cabinets.

5. Violation and Penalties:

5.1 Common offences include, but are not limited to:

Level 1	- Keeping prohibited items such as weapons and illegal substances - Storing hazardous materials such as flammables items and explosives
Level 2	- Placing objects on top of cabinets or in undesignated areas - Failing to secure Student Society Cabinets properly - Disregarding notifications from the SAO - Using Student Society Cabinets that have not been assigned
Level 3	- Failing to maintain clean and organized Student Society Cabinets - Not complying with procedures for Student Society Cabinet usage

5.2 Penalties will be enforced subject to the nature of the violation according to the following system:

1.	Report to the Police
2.	Referral to the Student Disciplinary Committee
3.	Termination of Use
4.	Warning Letter
5.	Verbal Warning

6. The Right of the SAO

6.1 The SAO reserves the right to open a Society Cabinet and remove any possessions contained within if a Student Society fails to comply with the established guidelines or in

the event of an emergency. Under these circumstances, the SAO shall not be held liable for any loss or damage to the property.

6.2 The SAO reserves the right to relocate the Student Society Cabinets as deemed necessary.

6.3 The SAO may revise the Guidelines as appropriate when necessary and will inform all Student Societies accordingly.

Student Affairs Office

15 November 2024

Appendix A

No.	Location	Cabinet No.
1	13/F,MKB	MKB-011
2	13/F,MKB	MKB-012
3	13/F,MKB	MKB-013
4	13/F,MKB	MKB-014
5	13/F,MKB	MKB-015
6	13/F,MKB	SAO-1
7	13/F,MKB	SAO-2
8	13/F,MKB	SAO-3
9	13/F,MKB	SAO-4
10	13/F,MKB	SAO-5
11	13/F,MKB	SAO-6
12	19/F, KPC	KPC-001
13	19/F, KPC	KPC-002
14	19/F, KPC	KPC-003
15	19/F, KPC	KPC-004
16	19/F, KPC	KPC-005
17	19/F, KPC	KPC-006
18	19/F, KPC	KPC-007
19	19/F, KPC	KPC-008
20	19/F, KPC	KPC-009
21	19/F, KPC	KPC-010