

## Regulations for Users of ERB Service Centre

### **1 Membership**

- 1.1 Membership is valid for two years. Application for renewal of membership can be made one month before the expiry date.
- 1.2 Membership is valid for use at ERB Service Centre (Tin Shui Wai) only. For using the services of other ERB Service Centre(s), please register separately.
- 1.3 The member's photo is required for a valid membership card. The Centre will assist in taking the photo for the members.
- 1.4 Members should keep the membership card properly. If lost, please report to the Centre immediately and apply for replacement. Members are required to hold responsibility for all resources borrowed by using the previous membership card.
- 1.5 \$25 will be charged for replacement of each membership card.
- 1.6 To apply membership withdrawal, member should provide written request and return their membership card to Centre.
- 1.7 Any person who has upgraded his/her education attainment may affect the eligibility and should inform the Centre as early as possible. The Centre will reconsider his/her eligibility of the Member.

### **2 Admission**

- 2.1 Except for facilities for use by public, all facilities and services in the Centre are confined to use by members of the Centre only. Members are required to present their valid membership cards before using the services and facilities of the Centre.
- 2.2 The membership card is not transferrable. The Centre reserves the right to refrain any visitors from using the services and facilities of the Centre if he/she fails to present a valid membership card.
- 2.3 To avoid disturbing other users at the Centre, trolley and large luggage shall not be permitted into the Centre.
- 2.4 Proper attire including clean and tidy clothing is required for the centre users.
- 2.5 Animals, children, materials with high volatility and hazardous materials are not allowed in the Centre.

### **3 Personal Belongings**

- 3.1 Users should take care of their own personal belongings. Do not put the personal belongings on the table, chair or floor for safety and security. The Centre will not be liable for any loss or damage of personal belongings of any user.
- 3.2 The Centre shall not be responsible for taking care of any personal belonging of the members. All unattended personal belongings will be treated as lost property. All lost property unclaimed within one month will be handled at the sole discretion of the Centre. The Centre will not be liable for any loss or damage of such items.

### **4 Use of Facilities**

- 4.1 Users have to abide by the "Regulations for Users of ERB Service Centre" and other regulations of individual facilities. If users are found to have used the facilities improperly, violated the regulations, intentionally obstructed other users to use the facilities, or affected the proper operation of the Centre, the Centre staff reserve the right to request the user to leave the Centre immediately.
- 4.2 Members are required to register at the reception counter and obtain a "user permit" before using the facilities in the Centre.

- 4.3 Users must observe the Copyright Law of Hong Kong. It is an offence for any person to make copies or distribute computer software or audio / visual information from a copyright work without the permission of the copyright owner. Offenders should solely bear the legal responsibilities.
- 4.4 Users are not allowed to use any electricity supplies or switch on/off electricity switches in the Centre without obtaining prior permission.
- 4.5 The Centre reserves the right to change the opening hours, usage and management of facilities or services without giving prior notice. Users shall refer to the separate notices for rules and regulations for individual facilities in the Centre.

## **5 Conduct of Users**

- 5.1 Users of the Centre are required to observe the rules and regulations of the Centre, and avoid causing disturbance to the proper operation of the Centre, its staff and other users. Disruptive behaviors including sleeping, smoking, eating, disturbing others, speaking foul languages, gambling, speaking loudly, damaging the Centre's property, running, or using mobile phones are prohibited at the Centre. The Centre reserves the right to request the users to leave the Centre immediately, if the users violate the rules and regulations of the Centre.
- 5.2 If it is observed that another user is violating the regulations, please report to the Centre's staff immediately and users should not handle the case(s) by themselves.
- 5.3 If a particular member accumulated two a written warning or his /her violations seriously affect center operations or endanger the safety of others, operators may consider freezing his/her membership for one month to three months.
- 5.4 All information, resources and facilities in the Centre are the Centre's properties. Any person who steal or intentionally destroy the Centre's properties will be reported to the Police. For members proved to have intentionally destroyed or stolen the properties of the Centre, their memberships may be terminated. The Centre reserves the right to claim compensations from such users.
- 5.5 Users must comply with the Laws of Hong Kong. Cases of failure to comply could be reported to the Police. For members proved to have committed offence in the Centre, their membership may be terminated (in all ERB Service Centres).
- 5.6 Users must comply with the eligibility on the education attainment. Any person who to his/her knowledge supplies false information may be disqualified from the eligibility of the Member. The ERB reserves the right to report the cases to the Government law enforcement department(s) for investigation and to take further legal actions.

## **6 Violation of the Regulations and Termination/Freezing of Membership**

- 6.1 The Centre reserves the right to terminate freeze the membership of Members who have violated any of the rules and regulations, and restrict their rights to re-apply for membership.
- 6.2 The Centre reserves the right to amend the rules and regulations. Please keep posted of notices and announcements in the Centre.

## **7 Emergency arrangement**

- 7.1 When the fire alarms ring, users should leave the Centre from the designated emergency exits immediately.

Employees Retraining Board

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