

BUILDING REQUEST FAQs

Q | **Are we allowed to use kitchen and classroom materials for our event? (Pens, pencils, tape, scissors, markers, spoons, knives, pots, pans, etc.)**

A | All necessary materials must be prepared in advance by the event organizer(s). The recreation will provide only the specific items/spaces listed and approved on your building request form.

Q | **Are recreation staff allowed to assist during my event/requested time?**

A | Staff members do not serve as event planners or organizers. If you require assistance for your event, you must submit a written memo to HKRC management. Upon receipt, the team will determine the specific details and scope of any potential aid or collaboration.

Q | **Can the fitness center music be turned off if we request use of the room in their building?**

A | No, during normal operating hours the music is considered an essential component of the environment for our fitness center guests

Q | **How or where are we able to decorate the spaces requested for our event?**

A | Items may be hung or taped to the bleachers, tables, chairs, stage, windows, and countertops. Decorations must not be taped to the walls or any other painted surfaces.

Q | **What are some expectations of me as a requestor?**

A | The contact person listed on the form must be present first, as well as the entire duration of the requested time. We require the building to be left in its original condition. (TABLES/CHAIRS WIPED DOWN, ALL TRASH DISPOSED OF PROPERLY, ETC.) Please read and re-read policies on form.

Q | **What is the earliest time we can come and the latest we can stay on the day of our event?**

A | Our standard hours of operation are MON-THU: 8am-8pm, FRI & SAT: 8am-4pm, and SUN: 12pm-5pm. If you require access to the space outside of these hours, please specify your requested times on your submitted form and discuss these requirements with our team so that we may consider an exception.