中国人民大学留学生公寓学习室、活动室管理办法

（试行）

为规范使用留学生公寓内的学习室、活动室，维护宿舍环境和秩序，特制定本办法。

一、留学生学习室、活动室仅供住宿在留学生公寓内的留学生使用。留学生公寓学习室、活动室的具体使用方法视情况由留学生办公室制订。

二、以团体名义预约活动室开展集体活动须按规定履行相关手续。未经审批，任何组织和个人不得占用学习室和活动室。

三、自觉维护学习室、活动室环境，严禁吸烟、乱丢垃圾、随地吐痰、涂抹张贴等不文明行为；垃圾应及时清理并自行带出房间。

四、爱护公共设施和物品，室内设施、物品不得挪移拆卸或搬离房间。如有损坏或遗失物品，使用人应照价赔偿。

五、遵守公寓管理规定，严禁使用明火。严禁使用违章电器、私拉乱接电线；使用电源和插线板须注意安全。

六、室内严禁高声喧哗、打闹嬉戏，不得举办聚会。不得使用任何外接音响播放各类音乐、视频等，以免影响其他学生的正常生活。在自习室学习时，手机应调至震动或静音状态。

七、妥善保管个人财物，离开房间时请将个人物品全部带走。因个人原因造成的财物遗失或损失由本人负责。如捡拾财物，请及时交至公寓前台并按要求登记。

八、不得私自锁门。不得以任何理由私人占有学习室、活动室。留学生办公室管理人员将定期检查，并没收占座物品；认领物品须到留学生办公室履行登记手续。发现有私自占有行为，相关责任人按违纪处理，物品超过两周无人认领将按废弃物处理。

九、节约能源。最后离开者，请自觉切断所有电源并关灯。

十、对违反本规定的行为，将留学生办公室和留学生公寓管理部门根据相应规章制度进行处罚。最终解释权归留学生办公室所有。

 留学生办公室

 2016年11月

**Regulations of Study/Activity Room at Renmin University of China**

International Students Office is responsible for providing students with good study environment, a pleasant atmosphere and order. Everyone must observe the following rules:

1. All the Study/Activity Rooms are intended for student class/study-related purposes only. Student can hold study group, seminar and group activity for study inside the rooms.
2. Rooms must be checked out to groups of two (2) or more students. Students must follow the reservation procedures. No occupancy is allowed without prior reservation.
3. Students must maintain the clean environment of the Study/Activity Room. No smoking, no littering, no spiting, no graffiti and other uncivilized behaviors. All the rubbish and personal belongings must be taken out when the room is finished to use.
4. Damage, destruction, or theft of any property or facility is prohibited. Fines will be charged if anyone damages the facility. Chinese law and regulations authorizes the detention, for a reasonable period, of any person using the facilities who is suspected of committing ' theft.'
5. No fire is allowed. No smoking, no candle and/or incense. Please make sure the safety use of power outlets.
6. No loud music/movies. No parties! No loud voice. Please be considerate of your fellow students. When you study in the Study/Activity Room, you should turn your cell phone to vibrant or silent mode.
7. Please take good care of your personal belongings and take them all with you once you check out the rooms. Individuals are responsible for their personal belongings. The staffs retain the right to place unattended belongings at the front desk of No.1 International Students Building. If you find something not belong to you, please give it to the front desk.
8. The change of locks is not allowed. No one is allowed to occupy the study/activity room without legitimate reasons and prior reservation. You can go to the front desk for Lost/Found. Any unattended belongings over two weeks will be discarded.
9. To save the energy, please shut down the electricity, power, and/or air conditioner when you check out the room.
10. If an individual's behavior is disruptive or in violation of any sections of this regulation, that individual will be asked to leave the Study/Activity Room for the remainder of the day. Further infractions may result in removal of Study/Activity Room privileges. If necessary, Public Safety will be called for assistance.

 International Students Office