

**UOW College Hong Kong**  
**The Student Centre**

**Board Game & Equipment Borrowing Service Regulations**

**1. Service Availability**

A selection of board games and equipment is available for full-time and part-time students to borrow from The Student Centre at TW121 during office hours only (Monday to Friday: 09:00 – 12:30 and 13:45 – 17:30).

**2. Borrowing Procedure**

- 2.1. All board games and equipment are provided on a first-come, first-served basis and may vary depending on availability. Students must first check the availability of the desired board game and equipment at The Student Centre.
- 2.2. If the board games and equipment are available, students must present a valid student ID card and complete the [Board Game & Equipment Borrowing Form](#) at the time of borrowing the items.
- 2.3. Each student ID card is only eligible for borrowing **one board game or one set of equipment** at a time.
- 2.4. The student ID card will be kept at The Student Centre and be returned to the student upon the return of the borrowed items.

**3. Return Policy**

- 3.1. All board games and equipment must be returned on the **same day** of borrowing according to the timeslots below.
- 3.2. For board games and equipment that are borrowed during the **09:00 – 12:30 timeslot**, the return time is **before 14:00** on the same day.
- 3.3. For board games and equipment that are borrowed during the **13:45 – 17:00 timeslot**, the return time is **before 17:30** on the same day.
- 3.4. All board games and equipment must be returned to The Student Centre at TW121 during the office hours stated above.

**4. Late Return, Damage or Loss of Board Games and Equipment**

- 4.1. For each late return, damage, or loss of board games or equipment, the student concerned will be suspended from borrowing any items for one month.
- 4.2. Any **late return** of board games and equipment will be charged an administration fee of **HK\$20 per timeslot** (09:00 – 12:30 / 13:45 – 17:30).
- 4.3. Any **obvious damage** to the board games and equipment, **missing pieces or loss of board games** and equipment will be charged a replacement and administration fee of **HK\$100 for card games and equipment, or HK\$200 for non-card games**.
- 4.4. The payment of replacement and administrative fees does not confer ownership of the board game and equipment. Students will not be given the items after they have paid the fees.
- 4.5. Students should check the condition and the list of items of the board games and equipment clearly before borrowing and return them in the same condition.

By completing the borrowing form and using the service, students acknowledge that they have read, understood, and agreed to abide by the regulations. In case of any disputes, The Student Centre reserves the right of final decision.