

The BASE House Rules

All persons accessing any part of the BASE and/or using any of the facilities in the BASE shall comply with the following rules and regulations, which may be revised by HKUST Entrepreneurship Center (hereinafter referred as “EC”) from time to time without prior notice.

A. General Rules

1. The BASE is an innovation hub dedicated to supporting HKUST startups. EC reserves the right to deny and/or restrict any person from accessing or using any of the facilities of the BASE at its absolute discretion.
2. The BASE opens from 09:00 to 17:30 (Monday – Friday).
3. All persons using the facilities in the BASE shall do so at their own risk. EC shall have no liability whatsoever towards any person for any claims, losses, accidents, or injuries arising from or in connection with their use of such facilities.
4. EC shall not be liable for any loss of and/or damage to any personal properties and/or belongings. Users will take full and sole responsibility for their possessions.
5. Users should maintain a reasonable volume during phone conversations or interactions with others to avoid disturbing fellow users.
6. Eating inside the BASE is prohibited, except during authorized events.
7. Cooking, littering, gambling, and smoking are strictly forbidden.
8. Public photo or video capture within the BASE is not permitted without EC authorization.
9. Written approval from EC is required for tours or guest visits to the BASE.
10. Pets are not allowed inside the BASE.
11. Unattended personal belongings are not permitted and will be removed and disposed of by EC without prior notice.
12. All equipment and furniture must be handled with care. Any damage should be promptly reported to EC staff, and users will be held accountable for repair costs.
13. Users should be aware that the BASE is under 24/7 CCTV surveillance.
14. Commercial or business activities are not allowed to be conducted without prior approval from EC, whose decision shall be final and binding.
15. EC reserves the right to close the BASE for cleaning and maintenance purposes without prior notice.
16. Emergency contact: Call Security Control Center at 2358-8999 or 2358-6565.

B. Meeting Room

1. Room 1520C can be reserved through the website: <https://ec.hkust.edu.hk/thebase/home>
2. Reservations are on a first-come, first-served basis and must be relevant to entrepreneurial or start-up initiatives.
3. EC has the discretion to accept, reject, modify, or cancel any booking requests.
4. Eating is prohibited in meeting room.
5. For more details, please refer to the meeting room booking procedures on the webpage.

C. Pantry

1. The pantry, sink, water dispenser, and coffee machine should be kept clean at all times.
2. Do not dispose of paper towels, food waste, or oil in the sink.
3. Any residue, such as tea, rice, or coffee, should be cleaned from the wash basin.

D. Locker

1. EC-funded teams are eligible to apply for a locker. Please complete the application form and submit it, along with the required documents, to EC via email at eccarolho@ust.hk. Upon approval, a confirmation email will be sent.
2. Locker charge: \$300 for a 6-month period. Locker fee paid is non-refundable.
3. The licensee will receive a default password for locker access, which can be changed following the provided instructions.
4. A \$200 administrative charge will apply for special requests to reset the password or open the locker.
5. Users should not put any labels and posters on the locker and should keep the interior and exterior of the locker clean.
6. Unauthorized use of lockers is not permitted. Applications must be made and approved in advance. Unauthorized-occupied lockers will be opened and cleared by EC.
7. Users must vacate the locker by the specified expiry date stated in the notification. After the deadline, any unattended belongings will be removed and disposed of by EC.
8. Storage of any items that pose a safety risk, physical danger, or nuisance to the environment or other members of the University is strictly prohibited. This includes items such as explosives and pets. Additionally, it is not recommended to store valuable items like computers, cameras, and mobile phones inside the lockers. EC will not be held accountable for any loss or damage to items stored in the lockers. Users are fully responsible for the items they store in their lockers.

END