

## THE CHINESE UNIVERSITY OF HONG KONG

### Guidelines for Requests for Renting Off-campus Space (effective from 1 October 2020)

1. Requests for the renting of off-campus space for university activities and storage, irrespective of the funding sources, are considered by the Committee on Space Allocation (COSA) only when the University is unable to provide the space required.
2. All such requests must be submitted in the prescribed [form](#) to COSA for consideration at least one month prior to the commencement of the lease.
  - (a) Upon receipt of information about the renting of off-campus space with a monthly rental of up to HK\$25,000 for a duration of up to one year, COSA will update the space inventory. Unless otherwise advised by COSA, the user unit may proceed to request the Finance Office to process the renting of the off-campus space in question.
  - (b) Upon receipt of information about the renting of off-campus space with an annual rental of over HK\$300,000, COSA will review the details and inform the user unit whether the request is approved or not. The Finance Office will only process the renting of such off-campus space with COSA's prior approval.
  - (c) Upon receipt of information about the renting of off-campus space for a duration of over one year, COSA will review the details and inform the user unit whether the request is approved or not. The Finance Office will only process the renting of such off-campus space with COSA's prior approval.
3. All rental payments must be arranged through the Finance Office.
4. The head of the user unit, as well as the Faculty Dean in case of an academic department or Faculty-based unit, shall be responsible for the legitimate use of the off-campus space leased to ensure that there is no abuse of resources.

Enquiries: COSA Secretariat, 3943 3927

(November 2020)