



Mindfulness  
R e s e a r c h  
a n d T r a i n i n g

CUHK Thomas Jing Centre  
香港中文大學敬靈靜觀研究與培訓中心

**Thank you for your interest in holding your activities in the CUHK Thomas Jing Centre for Mindfulness Research and Training (CUHK CMRT).**

**The mission of the centre is to promote health and well-being by fostering mindfulness through education and research.**

We hope that the rental guidelines below will be of help to you.

#### **FOR WHOM?**

Organizers of mindfulness training activities are welcome to rent the hall.

#### **HOW MUCH?**

- For mindfulness training activities that charge fees, the organizer may choose one of the following rental options:

##### **For the big hall**

1. HK\$1000 per hour
2. 30% of fees collected

##### **For small consultation room**

1. HK\$250 per hour (peak hour) or HK\$200 per hour (non-peak hour)
2. 30% of fees collected

- To support mindfulness training activities that are offered in the spirit of generosity and are free-of-charge, CUHK CMRT will be happy to accept a rent of any amount from the organizer of such training.

These free-of-charge training sessions must be held during weekday daytime hours (before 6:00 PM) only. Weekday evenings (after 6:00 PM) and weekends/public holidays are not available for holding these types of free mindfulness training activities.

## **WHAT ARE THE FREE FACILITIES AND EQUIPMENTS FOR USE IN THE HALL?**

Air-conditioning

Visual-Audio System (Projector, Screen, 2 hand-held microphones, 2 hand-free microphones, DVD player)

Equipment (35 sets of meditation cushions and mats, 35 yoga mats, 10 meditation benches, & 60 chairs)

## **HOW TO BOOK?**

- **FOR MBSR & MBCT COURSES**

Booking for 8-week MBSR & MBCT courses is available 3 months in advance. In special cases, a longer period may be considered.

In order to uphold the integrity of the training, the MBSR & MBCT teachers who hold classes in the Centre are expected to inform their prospective students clearly of their training credentials in their advertisement materials, e.g. ‘Completed Teacher Development Intensive/Practice Teaching Intensive by UMASS CFM; Completed Foundation Course in Teaching MBCT by HKCFM & OMC, etc.’

- **FOR WORKSHOPS AND SHORTER COURSES BY MBSR/MBCT TEACHERS**

Booking is available 3 months in advance.

- **FOR OTHER MINDFULNESS TRAINING (including single-day events)**

Booking is available 1 month in advance.

In order to uphold the integrity of the training given in the Centre, all mindfulness teachers who hold classes in the Centre are expected to inform their prospective students clearly of their training credentials in their advertisement materials. All mindfulness teachers who hold classes in the Centre are also required to provide the copies of their training credentials for vetting and advertisement materials for centre’s record. The centre reserves the right to make the final decision in case of dispute.

For the advertisement materials, please kindly state in the poster that “This is not a course organized by CUHK CMTR. The teacher is only renting their premise.”

## **CHANGE & CANCELLATION**

It has happened in the past that some teachers were not able to use the centre because it was already booked, and yet the booking was later changed or cancelled at a short notice. Please plan carefully before you book so as to minimize the chance of changes or cancellation and depriving others of the opportunity to use the centre.

Once the booking is confirmed, any changes or cancellation will incur an administrative charge of \$50 for each changed or cancelled class. (e.g. The administrative charge will be \$450 for an 8-week course with 8 classes and an all-day class.).

## **BAD WEATHER POLICY**

Upon announcement of Tropical Cyclone Warning Signal No. 8 or above, or Black Rainstorm Warning, pre-warning thereof, all bookings will be cancelled or postponed.

## **NEW USER – FAMILIARIZATION VISIT**

All new users are required to make an appointment to visit the centre before using the centre so that we can familiarize you with the facilities of the centre.

## **COLLECTION OF EVALUATION QUESTIONNAIRES**

All mindfulness teachers who hold classes in the Centre are also required to collect the pre- and post- questionnaires from all participants and submit to centre admin [cuhkcmrt@cuhk.edu.hk](mailto:cuhkcmrt@cuhk.edu.hk) within two weeks after the last class.

For booking and enquiries, you are welcome to write to [cuhkcmrt@cuhk.edu.hk](mailto:cuhkcmrt@cuhk.edu.hk) .