

香港中文大學 崇基學院
龔約翰學生中心 LG1 天台燒烤園 使用守則
User Guidelines of LG1 Rooftop BBQ Site

Kunkle Student Centre, Chung Chi College, The Chinese University of Hong Kong

申請手續 Application Method

1. 申請人須於租用日前七個工作天，**親臨**崇基學院行政樓地下遞交已填妥之申請表格、按金及租金。
Applicants should submit the completed form, deposit and booking fee in person to the G/F, Chung Chi College Administration Building, Chung Chi College 7 working days before the date of rental.
2. 申請人須於辦公時間（星期一至五，上午 9 時至下午 5 時 30 分，公眾假期除外）以**現金繳交**按金及租金。不設找贖。
Payment (including deposit & booking fee) **IN CASH** should be made in person within office hours (Monday to Friday 9:00 am – 5:30pm, except public holidays). No change will be provided.
3. 申請人可於租用日一個工作天後親臨行政樓地下出示中大通（如適用）及收據正本以取回按金。如申請人於租用日七個工作天內仍未領回按金，有關按金將不獲退還。
Applicants should collect the deposit with **CU Link Card (if any) and the official receipt** in person on the 1st working day after the rental. **The deposit will be forfeited if not being collected within 7 working days after the rental.**

條款及細則 Terms & Conditions:

1. 天台燒烤園只供崇基學院教職員、學生團體、校友、崇基學院聯誼會成員及中大部門使用。
The Rooftop BBQ Site is available for the Staff, Student Societies and Alumni of Chung Chi College, Members of Chung Chi College Staff Club and CUHK Departments/Units ONLY。
2. 所有申請手續必須預先辦妥，未經學院批准不可擅用，違者交學院處理。
All applications **MUST** be completed 7 working days before the date of rental. BBQ Site cannot be used without prior approval of the College. Any offenders will be subject to further actions by the College.
3. 所有申請一經確認，均不設退款、更改或取消。
Once payment is settled, no amendment or cancellation is allowed. In any cases all payment are not refundable.
4. 當紅色或黑色暴雨警告生效或三號及以上颱風懸掛時，學院將立即關閉燒烤園以確保安全。所有預訂將會取消，申請人可於兩個月內更改租用日期及時段。恕不另行退款。
The BBQ Site will be shut down immediately for safety purpose and all bookings will be cancelled if Red/ Black Rainstorm Warning or Typhoon Signal No.3 or above is hoisted. Applicants may change another date and time slot for replacement within the next 2 months. No refund will be arranged.
5. 租用團體 / 人士**必須保持場地之清潔及基本設施*完整無缺**。使用後須**還原場地及自行清理所有垃圾**。請愛惜場內的花草樹木。（*基本設施包括：2 個燒烤爐、30 支燒烤叉、2 張枱及 30 張椅）
Users **must keep the Site and basic facilities* clean, tidy and intact** and are responsible for **reinstating all facilities to the original conditions** immediately after use. **All rubbish should not leave behind.** Please take good care of trees and flowers. (*Basic Facilities include 2 stoves, 30 BBQ forks, 2 tables and 30 chairs)
6. 若發現場地有任何損毀或衛生狀況惡劣，學院會視乎情況沒收部分或全數按金。
The College reserves the right to forfeit partly or all paid deposit and charge for repairs and replacement if there is any damage and/or poor hygiene conditions.
7. 崇基學院保留修改上述條款的權利而不作另行通知。
Chung Chi College reserves the right to revise the Terms & Conditions without prior notice.
8. 查詢電話：3943 6991 (場地) / 3943 6451 (預訂)
Enquires: 3943 6991 (BBQ Site) / 3943 6451 (Booking)

LG1 天台燒烤園租用表格
LG1 Rooftop BBQ Site Booking Form

Office Use Only

Reference No: _____

Part A. 申請資料 Applicant's Particulars

申請人姓名 _____ 學生/ 職員編號 _____
Name of Applicant : _____ Student / Staff ID : _____
學生團體、中大部門或單位 _____ 聯絡電話 _____
Student Society / Department / Unit : _____ Contact no. : _____
電郵地址 _____
Email Address : _____

Part B. 租用詳情 Details of Booking

租用日期 _____ 活動人數 _____
Date of Booking : _____ No. of Users : _____ (上限 Max : 30 人 Pax)

Part C. 租用時段 Booking Session

請在選擇租用時段及在適當方格加上剔號 (✓) Please choose the **preferred time slot** and put a "✓" in the appropriate box

時段 Session	星期一至五 Mon - Fri		星期六、日或公眾假期 Sat, Sun & Public Holidays		
	時段 Session A (11:00am – 3:00pm)	時段 Session B (5:30pm – 9:30pm)	時段 Session C (11:00am – 3:00pm)	時段 Session D (5:30pm – 9:30pm)	
申請人 Applicant					+\$300 (按金 Deposit)
崇基學生團體 CC Student Societies	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	
崇基職員、校友或聯誼會成員 CC Staff, Alumni or Staff Club's members	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	
中大部門 (只限團體) CUHK Depts / Units	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	

我已知悉及同意以上使用條款及細則。 I hereby acknowledge and agree the above Terms and Conditions.

申請人簽名 _____ 日期 _____ 部門或單位蓋章 _____
Applicant's Signature : _____ Date : _____ Dept / Unit's Chop : _____

Deposit Refund on KSC LG1 Rooftop BBQ Site

I have received the booking deposit refund of HK\$ _____ on _____
(Deducted deposit HK\$ _____)

Remarks: Applicants should collect the deposit with **CU Link Card (if any) and the official receipt** in person on the 1st working day after the rental. The deposit will be forfeited if not being collected within 7 working days after the rental.

Signature & Chop: _____ Date: _____

Confirmation Slip on KSC LG1 Rooftop BBQ Site Booking

To:
It is confirmed that your application (Ref. No: _____) for the booking of KSC LG1 Rooftop BBQ site on _____ Session A / B / C / D has been approved.
Attached please find the official receipt for the booking.

Remarks: Once payment is settled, no amendment or cancellation is allowed. In any cases all payments are not refundable.

Chung Chi College Office: _____ Date: _____