

香港中文大學 崇基學院

龔約翰學生中心

LG4 活動室使用規則

User Guidelines of LG4 Activity Room

Kunkle Student Centre, Chung Chi College,

The Chinese University of Hong Kong

基本資料 Basic Information

1. 活動室於星期一至六開放，時間為星期一至五上午 9 時至晚上 10 時 30 分、星期六上午 9 時至中午 12 時 30 分。周日及公眾假期休息。

The Activity Rooms are open on weekdays from 9:00 am to 10:30 pm and Saturdays from 9:00 am to 12:30 pm. It is closed on Sundays and public holidays.

2. 活動室只接受以崇基學院學生會註冊登記之屬會借用。借用人士在一星期內（星期日至星期六），最多可借用 3 個時段（最長為連續 6 小時）。借用人士可在中大中央網上預約系統(<https://booking.cuhk.edu.hk/>) 查閱預約情況。

The Activity Rooms are ONLY open for reservation by the **Student association registered with the Student Union of Chung Chi College**. Each group could only reserve THREE sessions which last for a maximum of SIX consecutive hours within a week (Sunday to Saturday). Applicants could check the availability via CUHK Central Booking System (<https://booking.cuhk.edu.hk/>).

3. 借用學生團體需於租用日期前至少十個工作天，連同已填妥之申請表、活動計劃書及學生團體註冊證明電郵至 ccc-sdc@cuhk.edu.hk 遞交申請。最早可於使用六個月前遞交申請。

Applicants should submit a **completed application form, activity proposal and proof of recognized student associations via email ccc-sdc@cuhk.edu.hk** to the Dean of Students' Office, Chung Chi College 10 working days before the activity date. The Activity Rooms could be reserved up to six months in advance.

4. 借用團體收到電郵通知初步確認場地可用後，場地將會預留**三個工作天**及須於預留期限內繳交按金\$500，以確定租用，否則被視為放棄場地租用，恕不另行通知。

Applicants will receive the initial confirmation via email. The venue would be reserved for **three working days**. Applicants should settle the deposit of HK\$500 and submit the original copy of the completed application form within the reservation to confirm the booking further. Otherwise, it will be deemed as giving up the venue booking without prior notice.

5. 按金付款方式只接受親臨繳交現金。現金不設找贖。

Applicants only can make a deposit in person by cash. No change will be provided.

6. 按金將會經本處職員巡視場地使用完畢之情況，**使用後計三個工作天**，申請人即可辦理發還按金之手續。**場地如發現任何損毀或衛生狀況惡劣，本處會視乎情況沒收部分或全數按金。**

The deposit will be refunded to the applicants after the site inspection has done by DOSO staff after three days of use. Part or all of the deposit will be forfeited if any damage or poor hygiene conditions is found depending on the situation.

7. 申請人須帶備證明文件(如中大通)及申請表副本(以有本處印章為準) 於使用場地後一個月內為期限，親身到本處辦理手續，逾期恕不退還。

Applicants must bring their identity (e.g. CU link card) and copy of the application form (with DOSO original chop) to go through the formalities in person within one month after using the venue. Overdue will not be refunded.

8. 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.

使用規則 Rules and Regulations

1. 請小心使用活動室內的設施；使用後必須清理場地，並回復原狀。若場地或設施有任何損壞，須按值賠償。

Please take good care of the facilities in the Activity Rooms. Users are responsible for reinstating the facility to its original condition immediately after use. In case of any loss or damage, users are responsible to pay for the repair or replacement cost.

2. 借用人士／單位須清理並帶走垃圾。

Users are required to clean up the venue and take away their own garbage bags.

3. 校園內嚴禁吸煙。活動室內，不准飲食（清水除外）。

Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Activity Rooms (except drinking water).

4. 活動室內不可舉辦任何商業或金錢交易活動。

Any kinds of commercial activities or activities involving money transaction are prohibited in the Activity Rooms.

借用人士／單位不得把場地轉借。

Transferal of any reservation is not allowed.

5. 如因活動取消而毋須借用活動室，應盡快崇基學生輔導處辦理取消手續。如未有按時使用活動室，亦未有辦理取消手續，按金將被沒金，其使用權將被暫停直至另行通知。

If a reservation is no longer required, users must cancel the reservation via Chung Chi Online Amenities Booking System as soon as possible. Failure to do so is subject to forfeiture of deposit and suspension of reservation rights until further notice by Chung Chi College.

6. 若遇上崇基學院有重要活動擬在同一時間地點舉行，借用人士須讓出房間。

User is required to release the reservation if Chung Chi College subsequently plans to hold an important event at the same time and in the same place.

龔約翰學生中心 LG4 活動室 租用表格

Booking form of Kunkle Student Centre LG4 Activity Room

Staff Use Only

Reference No: _____

Part A. 申請人資料 Applicants' Particulars

1. 申請人姓名 Name of Applicant: _____	2. 學生/職員編號 Users ID : _____
3. 借用學生團體/單位 Name of Society/Unit _____	4. 聯絡電話 Contact no.: _____
5. 電郵地址 Email Address: _____	

Part B. 租用詳情 Details of Booking

1. 租用日期 Date : _____ 時間 Time : 從 From _____ 到 To _____ (共__小時)
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Part C. 活動資料 Activity Information

a. 活動名稱 Name of Activity : _____	b. 預計參與人數 Expected no of Participants : _____ (Chung Chi College 崇基學院) + _____ (Others 其他人士)
c. 形式 Format: <input type="checkbox"/> 展覽 exhibition/ <input type="checkbox"/> 攤位 Booth/ <input type="checkbox"/> 工作坊 workshop/ <input type="checkbox"/> 其他 others _____	
d. 活動是否涉及籌款 Any Fundraising involved? : <input type="checkbox"/> 否 No/ <input type="checkbox"/> 是 Yes (請附上籌款許可證明) If yes, please provide the proof of fundraising.	
e. 活動有否邀請團體參與 Any organizations or groups are invited? : <input type="checkbox"/> 沒有 No / <input type="checkbox"/> 有 Yes , 名稱 name: _____ (<input type="checkbox"/> 校內 internal / <input type="checkbox"/> 校外 external)	
f. 活動有否商業機構贊助 Any commercial sponsorship? : <input type="checkbox"/> 沒有 No / <input type="checkbox"/> 有 Yes , 名稱 name: _____	

Part D. 借用場地器材 Audio equipment

<input type="checkbox"/> Projector and Screen 投影機及螢幕 (只適用於 Window/Android 系統)	<input type="checkbox"/> 不適用 N/A
<input type="checkbox"/> PA system 擴音/音響系統 (額外按金費用 Extra Deposit: HKD\$200)	
包括: 1. 手提式無線咪 Wireless Microphone 2 支 (*每支無線咪需自備 2 粒 AA 電芯) 2. 擴音器 speaker	
*Please bring your own AA battery (two for each Microphones)	<input type="checkbox"/> 不適用 N/A

*請連同以下文件遞交申請 Please submit your application together with below document:

<input type="checkbox"/> 填妥之申請表正本(連正本會印) Completed original application form (with original chop)	<input type="checkbox"/> 活動計劃書 Activity proposal	<input type="checkbox"/> 學生團體註冊證明 Proof of recognized student association
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 我確認已閱讀並同意以上使用條款。

I hereby acknowledge that I have read and understood the terms and conditions as provided above.

申請人簽名及團體或部門蓋章 Signature/Department chop: _____ 日期 Date : _____

(For the Use of Chung Chi Dean of Students' Office only 只供崇基學院輔導處使用)

確認收取: 填妥之申請表正本 核對中大通 活動計劃書及流程表 學生團體註冊證明 按金 HKD\$ _____

Confirmation Slip and Deposit receipt for KSC LG4 Activity Room Booking

It is to confirm that your application for booking of KSC LG4 Activity Room (Reference No: _____) is approved. It had been received the booking fee HKD\$ _____ (cash/crossed cheque*: _____) and the deposit HKD\$ _____ (cash/crossed cheque*: _____). The deposit HKD\$ _____ will be refunded when the applicant is in compliance with terms and conditions of LG4 Activity Room.

(*Please delete as appropriate)

Dean of Students' Office: _____ Date : _____

Return receipt for KSC LG4 Activity Room booking deposit

I have received the booking deposit HKD\$ _____ of the booking on _____ KSC LG4 Activity Room (Deducted deposit: HKD\$ _____)

Signature/Department chop: _____ Date : _____