

APPLICATION FOR USE OF WONG MAN AND TANG KIT WAH GLOBAL STUDENT HUB

(Bookings made by PolyU Departments / Offices / Student Organisations)

Policies and details on bookings of Wong Man and Tang Kit Wah Global Student Hub (GSH)

1. GSH is dedicated to providing a physical space outside the classroom for **cross-cultural mingling** and further integration between local and non-local students. It is also open for bookings for PolyU activities under such scope. Application for booking GSH should reach Student Affairs Office at least 2 weeks before the intended day of use.
2. We could provide you positive booking result more promptly if you could:
 - a. consider seriously and indicate clearly in the application form if your function fulfils the venue objective as indicated in point one above;
 - b. provide us with clear and sufficient information as requested in the application form; and
 - c. not reserve GSH more than necessary, e.g. leaving the venue idle for crew's lunch break.
3. Please understand that GSH is primarily used for cross-cultural mingling by students and staff. To avoid depriving eligible users' opportunities to use the venue for this purpose, GSH would not normally be booked for exclusive use for more than 1 day. Venue applicants are strongly advised to:
 - a. trim down the intended onsite preparation time, venue set up time and dismantling time as far as possible;
 - b. consider arrange final rehearsal only, if necessary, at GSH while having preliminary rehearsal(s) at other venues;
 - c. consider if preparation work, e.g. site visit could be conducted at GSH while it is also open for other users; and
 - d. use other venues if your function could not effectively fulfil the venue objective as indicated in point one above, e.g. for holding conferences/talks, for arranging ceremonies/interviews/video shooting.
4. Please understand that our staff may contact you to provide supplementary information if the information provided in the booking form is not clear/sufficient. And, we would appreciate if you could note in advance that we may need to have all necessary details before we could confirm your booking. If you need to secure a venue for your function urgently while you do not have all necessary details, you are advised to consider to reserve other venue instead.
5. To ensure you have pleasant experience in reserving and using the venue, please also note other rules and regulations governing the use of GSH and booking procedures at [here](#).

SECTION I – APPLICANT’S INFORMATION

Name	Staff / Student No.	Post	Name of Department / Office / Student Organisation
Email		Contact no.	Mobile no. (for emergency contact)

SECTION II – ACTIVITY DETAILS

1. Date of booking: _____

2. Time of booking: _____

Breakdown of booking time:

Set up time: _____

Activity time: _____

Dismantling time: _____

3. Venue required: Wong Man and Tang Kit Wah Global Student Hub (QT201)
 Multi-purpose room inside Wong Man and Tang Kit Wah Global Student Hub (QT201a)

4. Name of activity: _____

5. Could your activity facilitate cross-cultural mingling and further integration between local and non-local students?

- Yes, please elaborate how your activity could achieve so (please attach additional sheet(s) if necessary):

No

6. Form of activity:
 Ceremony Performing programme Talk / Seminar Exhibition
 Others (please specify: _____)

7. Please provide details of the activity-in-charge (**should be present at the venue**) if the applicant does not have this role:

Name	Staff / Student No.	Post
Email	Contact no.	Mobile no. (for emergency contact)

8. Expected no. of users for using the venue (including all e.g. speaker(s), artiste(s), audience):

Breakdown of no. of users:

PolyU students (Non-local)	PolyU students (Local)	PolyU staff	External party(ies) **
<input style="width: 100%; height: 40px;" type="text"/>			

** Please attach details about the external party(ies) e.g. their role in the activity, their background

9. Do you need to change the original setting of the venue?

Yes, please specify your set-up plan and attach the layout

No

10. Do you need the following facilities?

Projector	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Lectern	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wireless Mic. (Max. 4 pcs)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

11. Is fee being charged to participants? Yes (Please state the amount per person and attach budget plan for the activity: _____) No

12. Is the activity involved licencing from copyright owner(s)? Yes (Please attach the authorisation document) No

13. Would there be any profit generated from organising this activity? Yes No

14. Any commercial sales / activities involving money transaction / fund raising to be carried out in the venue? Yes No

15. Any promotion of commercial products / services involved in the venue? Yes No

16. Is the activity supported by any external sponsorship from individual donor(s) or commercial sponsor(s)? Yes No

please tick the appropriate box(es).

SECTION III – DECLARATION / CONSENT

I, _____ (name of applicant), have read and understand [the booking arrangements and conditions of use](#) of Wong Man and Tang Kit Wah Global Student Hub and agree to abide it.

I declare that the information given in this form and attachment(s) provided (if any) is complete and true to the best of my knowledge.

I declare that if I mobilise students / fellow students in performing manual handling in Wong Man and Tang Kit Wah Global Student Hub, I ensure that they would complete [e-learning on manual handling](#) prepared by Health and Safety Office beforehand. And, I agree to provide such student list, if any, to SAO, for checking if they have completed such e-learning.

Applicant's signature and official stamp: _____ Date: _____

Signature of department head: _____

Name and title of department head: _____ Date: _____

PERSONAL INFORMATION COLLECTION STATEMENT

For details of the Personal Information Collection Statement (PICS), please visit <https://www.polyu.edu.hk/sao/personal-information-collection-statement/>.

The completed application form should be returned to SAO via email: communal.facility@polyu.edu.hk **at least 2 weeks** before the intended day of use.

SECTION IV – RESULT OF APPLICATION *(to be processed & completed by SAO)*

- (a) Booking is / is not successful.
- (b) Venue(s) allocated: _____
- (c) Date of booking: _____
(including setup and dismantling)
- (d) Remarks: _____

(signature of the SAO staff and official stamp of the SAO)

(Date)