



THE HONG KONG POLYTECHNIC UNIVERSITY

Hall Administration

Room and Equipment Booking Form (For Hall Functions Only)

Please submit the completed form at least 14 days in advance to

Homantin.halls@polyu.edu.hk

Please complete all the required fields. Incomplete forms will not be processed

For Hall Administration Use Only

S/N: _____

PART A: Particulars of Hall Function

Name of Applicant: _____ Student / Staff ID: _____

Hall: _____ Contact Tel. No: _____

Activity Name: _____

Details of Activity: _____

Date: _____ Time: From _____ To _____

Participant Information:

As stipulated by the Policy on the use of University Premises, at least half of the participants must be current students or staff of the University if the activity will involve external parties. The organizer is required to seek endorsement from Warden/ResEd Team respectively and the final approval from Section Head (SRSS).	Does the activity involve external party? Yes / No If yes, the number of external visitors: The number of total participants: _____ Please be reminded that non-hall residents are liable for paying guest tickets for using hall amenities.
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PART B: Venues and equipment booking (Max: 3 hours)

(I)	Venues	Area	Seating Capacity
<input type="checkbox"/>	Rm 0115	Dance Room (No chairs and tables provided)	95 m ² / 97
<input type="checkbox"/>	Rm 0116	Meeting Room (Multi-purpose Room 2)	19 m ² / 12
<input type="checkbox"/>	Rm 0120	Multi-purpose Room 3	78 m ² / 70 (without table setting)
<input type="checkbox"/>	Rm 0119	Exhibition Hall (Whole)	369 m ² / 180 (without table setting)
<input type="checkbox"/>	Rm 0119c	Exhibition Hall (Half)	84 m ² / 42 (without table setting)
<input type="checkbox"/>	Rm 0113	Band Room	44 m ² / NA
<input type="checkbox"/>	G/F	Dining Hall	386 m ² / 400 (without table setting)
<input type="checkbox"/>	____/F	Lounge	

(II)	Equipment	Audio Equipment
<input type="checkbox"/>	Chairs (Qty: _____)	<input type="checkbox"/> Video Projector + Screen (Max: 1 Set)
<input type="checkbox"/>	Tables (Qty: _____)	<input type="checkbox"/> Mic (Qty: _____)
		<input type="checkbox"/> CD/DVD Player
<input type="checkbox"/>	Card Readers (Qty: _____)	<input type="checkbox"/> Notebook
<input type="checkbox"/>	Others:	

Part C: Conditions of booking

- This application shall comply with the "Policy on the use of University Premises of The Hong Kong Polytechnic University*1" and the conditions specified below.
- In general, all bookings should be made 14 days in advance. The Hall Administration shall not process any booking if the application is submitted with less than 3 working days in advance.
- The Hall Administration may at its discretion cancel a confirmed booking should the booked venue and/or equipment on loan be urgently required by the University or the activities held are for commercial purpose.
- Please check the equipment before use and report to the Reception Counter at 3996 2000 for any irregularities of equipment and venues if found. If any properties in the booked venue and/or equipment on loan are found lost/damaged after use, the applicant shall be responsible for the related cost of repair/replacement.
- Please contact Reception Counter at 3996 2000 to provide access to / lock up the door at the beginning / the end of the function.
- Refrain from using wireless mic or loud speaker after 23:00 so as to minimize noise or nuisance to others. The Hall Administration reserves all rights to cancel a confirmed booking if any complaint against the function is received.

Part D: Personal Information Collection Statement (PICS)



Please read the Personal Information Collection Statement (PICS)*2 carefully before submitting this form.

Part E: Endorsement from Warden / ResEd Staff

Name of Warden / ResEd Staff		Signature of Warden / ResEd Staff (endorsement via email is also)	
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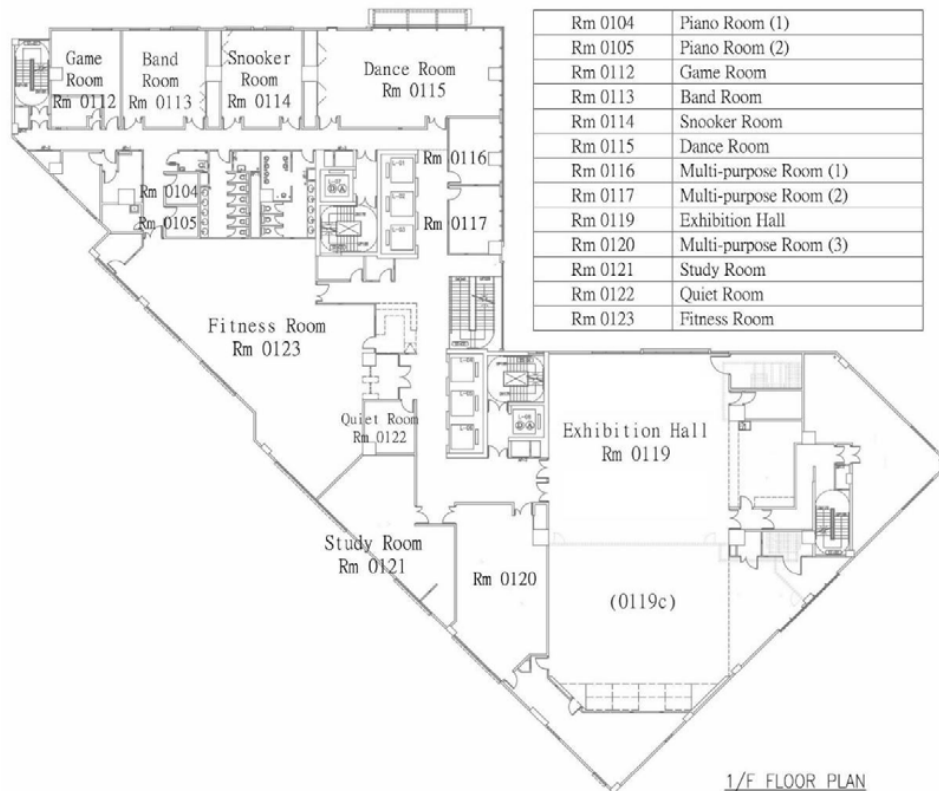
Signature of Applicant: _____

Date: _____

Item	Policy on the use of University Premises of The Hong Kong Polytechnic University (*1)	Personal Information Collection Statement (*2)
QR Code		

Part E: Floor Plan of Hall Amenities

Floor Plan of Hall Amenities on 1/F



Office Use Only

Received by (Staff):		Receiving Date:	
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Hall Administration Use Only

The application is Approved / Not Approved

Signature: _____

Processed By: _____

Date: _____

Remarks: _____