



**PART A**

Reference No:  Received Date by Reception Counter Staff: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Student / Staff ID: \_\_\_\_\_

Hall/LLC: \_\_\_\_\_ Contact Tel. No: \_\_\_\_\_

Hall Function Name: \_\_\_\_\_

Details of Activity: \_\_\_\_\_

Date : \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

**PART B: Participants Information:**

<p><b>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 the Section Head(SRSS).</b></p>	<p>Does the activity involve external party? Yes*/ No                  If yes, the number of external visitors: _____                  The number of total participants: _____                  *Guest list of external parties required for approval</p> <p>Please be reminded that non-hall residents are liable for paying guest tickets for using hall amenities.</p>
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**PART C: Equipment Booking for \_\_\_\_\_/F Lounge Area [Warden endorsed Hall Activity Form and publicity of hall function required]**

Chairs (max: 70 on-loan)	Projector + screen (max: 1 set) (Max: 3 hrs)	<b>Audio equipment</b>
Long Tables (max: 8 on-loan)	Lounge: <u>East Wing /Middle /West Wing</u>	<input type="checkbox"/> Wireless Mic. (No: )
Stage 6' x 8' (max: 1 & once each semester)	<u>Window side / Stair side</u>	
	Set up time : _____	

**PART D: Other venues and equipment booking (available from 09:00-23:00) (Max: 3 hrs)**

G/F Band Room 008 [please attach the band equipment list]	
G/F Fiona Cheung Sum Yu Lecture Theatre SHA030	Available Timeslot: 7pm-11pm on Saturday, 9am-11pm on Sunday & Public Holiday only
1/F Communal Hall	<input type="checkbox"/> Audio & visual system (to be supported and managed by PMO staff)
2/F Activity Room 205	Audio equipment
2/F Activity Room 206	<input type="checkbox"/> Wireless Mic. (No: ) <input type="checkbox"/> Video Projector + Screen
Others:	

**PART E: Conditions of booking**

1. This application shall comply with the "Policy on the use of University Premises of The Hong Kong Polytechnic University\*1".
2. In general, all bookings should be made 14 days in advance with endorsement from Warden. The Hall Administration (HA) shall not process any booking if the duly completed application form (Form A) is submitted to HA with **less than 7 calendar day** in advance.
3. The HA 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.
4. Please check the equipment and facilities before use and report to the PMO at 3159 0099 for any irregularities of equipment and venues if found. If any properties in the booked venue and/or equipment on loan are found lost or damaged after use, the applicant shall be responsible for the related cost of repair/ replacement.
5. Please contact PMO at 3159 0099 to provide access to the venue / lock up the door and collect back the equipment at the beginning / the end of the function.
6. The function should stop after the booking period. The HA/PMO reserves all rights to stop the function after the approved booking period if deemed necessary and appropriate.
7. The applicant should avoid creating noise or nuisance to other residents as far as possible. The HA/PMO reserves all rights to cancel a confirmed booking if any complaint against the function is received.
8. The capacity of Lounge Area is 120 persons. Activity of more than 120 participants should be held in other venues with larger capacity, or split into 2 sessions.

Part F: Personal Information Collection Statement (PICS)

Please read the Personal Information Collection Statement (PICS)\*<sup>2</sup> carefully before submitting this form.

Part G: Endorsement from Warden / ResEd Staff

Name of Warden / ResEd Staff		Signature of Warden / ResEd Staff (endorsement via email is also acceptable)	
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\_\_\_\_\_  
Signature of Applicant

Name:

Date:

\_\_\_\_\_  
Chop of Hall Association / LLC (If applicable)

<u>Office Use Only</u>	
The application is Approved / Not Approved	Processed by : _____
Signature : _____	Date : _____
Remark: _____	

<u>Equipment Collection</u>	
Items collected by : _____	Signature of Recipient : _____
Date : _____	_____
Processed by : _____	Signature : _____

<u>Equipment Returned</u>	
Equipment returned by : _____	Collect & Check by : _____
Equipment returned on : _____	Remarks: _____

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