



香港中文大學
逸夫書院
大講堂租用申請表

編號：_____

傳真：2603 5427。(填寫請先閱讀租用細則及收費表)

(請在適當的空格內加✓號)

職員專用

活動名稱：

活動日期：(星期) 時間：

此活動可供外界人士參加？ 是 / 否

收費：\$_____

參加人數：_____

申請人資料：

部門 / 團體名稱：

類別： 中大部門 中大學生團體 其他 (請註明:_____)

申請人 / 聯絡人：(學生 / 職員編號：)

電話號碼：

傳真號碼：

電郵地址：

租用場地資料申報*：

場地 \ 用途	綵排/佈置/清理	活動	用法
禮堂	日期: 時間:	日期: 時間:	<input type="checkbox"/> 講座 / 研討會 <input type="checkbox"/> 典禮 <input type="checkbox"/> 會議 <input type="checkbox"/> 表演
更衣室/後台	日期: 時間:	日期: 時間:	
地下大堂	日期: 時間:	日期: 時間:	<input type="checkbox"/> 茶會 <input type="checkbox"/> 展覽 <input type="checkbox"/> 其他(請註明:_____)
越喬藝廊	日期: 時間:	日期: 時間:	
貴賓休息室	日期: 時間:	日期: 時間:	

*如有需要，請另頁填寫。

額外服務 / 器材: (詳情請參閱大講堂收費表)

禮堂

服務 / 器材名稱	數量
現場收音輸出	需要 / 不需要
有線咪 (最多 4 支)	支
無線咪 (最多 4 支)	支
影音技術支援 (時間 : _____)	小時
流動音響影視組	需要 / 不需要
移去講檯	需要 / 不需要

服務 / 器材名稱	數量
懸掛橫額	需要 / 不需要
錄音	小時
數位錄影	小時
同步翻譯 (時間 : _____)	小時
翻譯廣播系統(60 位收聽者) / 用 SI 房	小時

地下大堂

服務 / 器材名稱	數量
亞加力膠片	張
流動展板	塊

越喬藝廊

服務 / 器材名稱	數量
無線咪 (最多 2 支)	支
流動展板	塊
影音技術支援 (時間: _____)	小時
廣播系統 (除兩支無線咪)	日

其他

服務 / 器材名稱	數量
摺枱 (2' x 6')	張
長枱 (1.5' x 3')	張
黑皮椅	張
譜架	個

服務 / 器材名稱	數量
雷射筆	支
紅色尼龍枱布 (4'9" x 7'10")	張
紅色絲絨枱布 (2' x 6' 摺枱用)	張

泊車安排：

預留車位： _____ (<12) 泊車券： _____ (<5)

簽署：

申請人
本人在此聲明：本人已清楚瞭解及願遵守租借細則。

(申請人簽署 及 日期)

(部門 / 團體印鑑)

中大學生事務處 / 所屬書院輔導處簽署及蓋印：
(逸夫書院學生會註冊團體不須填寫此部份)

名稱： _____
部門： _____
電話： _____
日期： _____

(部門 / 團體印鑑)

以下部份由書院職員填寫：

批准 批准技術支援 不批准(原因): _____

覆查 : 日期: _____ 批核 : 日期: _____

費用 : \$ 日期: _____ 經手人: 收據: # _____

按金 : \$ 日期: _____ 經手人: 收據: # _____

Information for CAG:

Is this booking used for class teaching and will be updated in CUSIS timetable?

Yes. Please indicate the course code of the concerned class _____

No. (please provide the details below)

a. Type of activities that will take place in the room: (Please tick one)

Main Academic Activities

- ACAD001 - Delivery of teaching
- ACAD002 - Teaching / class preparation
- ACAD003 - Supervision of Research Postgraduates
- ACAD004 - Programmes / course planning and development
- ACAD005 - Assessment and examination
- ACAD006 - Research and other creative outputs

External Activities

- EXTN001 - Public lectures not organised by the **CUHK**
- EXTN002 - Research projects not conducted by the **CUHK**
- EXTN003 - Corporate recruitment events not organised by the **CUHK**
- EXTN004 - Conferences not organised by the **CUHK**

Other Institutional Activities

- OTHR001 - Public services
- OTHR002 - Consultancy that is contracted to the institution
- OTHR003 - Service provided to hospitals
- OTHR004 - Outside practice
- OTHR005 - Institutional administration
- OTHR006 - Renovation and maintenance
- OTHR007 - Student activities
- OTHR008 - Staff training
- OTHR009 - Promotion
- OTHR010 - Orientation / Ceremonies

b. Funding Source

(a maximum of 3 funding splits can be entered, must add up to 100%)

Cost Centre	Project	Internal Order	Percentage

For details about the information to be collected for CAG, please contact CAG@cuhk.edu.hk.

Browse FAQs on “Type of Activities” and “Funding Source”:

https://gocuhk.sharepoint.com/sites/Service.CAG/public/Documents/Central_Booking_System/FAQ/CBS_FAQ.pdf

Explanatory Notes on Type of Activities:

Institutional Activities - Main Academic activities

Teaching – *teaching or preparation of teaching of students on taught programmes*

Delivery of teaching:

- holding lectures, seminars and tutorials (including remedial classes);
- dissertation, project, workshop, laboratory, field work supervision;
- placement organisation and visit;
- student contact time on educational matters.

Teaching / class preparation:

- preparing and updating teaching material for existing/new programmes.

Supervision of Research Postgraduates:

- coaching research post graduates students on research methodologies, research progress and thesis preparation and writing.

Programmes / course planning and development:

- conducting programme / course review and preparing new programme / course proposals;
- participating in curriculum and teaching methodologies review, planning and development;
- timetabling;
- preparing prospectuses.

Assessment and examination:

- continuous assessment of different forms of student work including dissertation, essays and projects;
- preparation and conduct (including invigilation) of written and oral examinations and the marking of examination papers;
- other forms of scholarly and / or administrative work related to teaching not covered by the above.

Research and other creative outputs – *creative work of research and experimental development undertaken on a systematic basis*

- conduct of research that are academic research oriented and the production of papers, reports, conference papers and scholarly books thereof;
- conduct of institutional contract research and consultancies;
- attending conferences, seminars and society meetings that are research project oriented;
- research-oriented academic collaboration with departments within or outside of each institution;
- supervision of research staff (including recruitment of research staff where applicable) and projects;
- editorship or serving on editorial boards of academic publications;
- preparatory work for research grants application;
- preparatory work for research assessment and review;
- work associated with technology transfer / invention, including patents application;
- other creative outputs not mentioned above such as performances, works of art, textbooks, case studies, scholarly translations, software, and multimedia works.

Other Institutional Activities

Other Institutional Activities – *activities that consume institution resources and / or time that are not teaching or research.*

This includes:

- public services – services to the community that are of professional or general in nature;
- consultancy that is contracted to the institution, including time spent on drafting proposals and

supporting bids for consultancy works;

- service provided to hospitals by departments of clinical medicine and dentistry;
- outside practice that consumes institution resources and time;
- institutional administration e.g. internal meetings;
- renovation and maintenance;
- student activities;
- staff training;
- promotion e.g. exhibitions for open days, local schools incoming visits;
- orientation / ceremonies e.g. orientation day, graduation ceremony and alumni homecoming day.

External Activities

External Activities – events organised by third parties outside of the institution. This includes a variety of activities. Examples of such include:

- public lectures;
- research projects not conducted by the institution;
- corporate recruitment events;
- conferences.