

香港中文大學聯合書院 借用學生活動場地及器材須知

A. 借用資格

1. 申請者必須為聯合書院學生或已於學生會註冊的團體。

B. 借用規則

1. 所有借用的場地嚴禁進行對他人、環境構成危險或非法之活動，如燃放炮竹及水戰等。
2. 除特許書院活動外，所有器材借用不可多於三天。
3. 如使用場地時曾搬動傢俱，須於用後放回原處，方可離去。
4. 場地內所有設備均屬大學或書院財產，如有損壞或遺失，借用團體須負賠償之責。
5. 除特別活動除外，每申請單位於同一期間最多只可借用兩個場地。
6. 如欲取消已借用之場地，必須儘快通知書院學生輔導處。
7. 團體借用之場地，若遇上大學、書院或學生會有重要活動在同一時間地點舉行，原則上團體有義務讓出地方，書院得有權按情處理。
8. 借出器材只可在書院指定範圍內使用，若擬在其他地方使用，須先徵得學生輔導處同意。
9. 提取器材時須出示有效的學生證。
10. 借用器材單位須自行負責搬運，並小心使用及妥為保管。如有損壞或遺失，須按情況作出賠償。
11. 借用場地或器材，期間不得轉借予其他團體。
12. 除特別規定外，借用場地及器材不收取任何費用或按金。

C. 借用手續

1. 團體借用課室，請向書院輔導處索取申請表格，填妥後交回本處辦理，非聯合書院團體須得學生事務處或其他書院輔導處確認身份。
2. 借用課室最少應在借用日期三個工作天前辦理手續。

D. 重要事項

1. 團體欲放置任何物品於書院校園範圍內的戶外地方，須事先向書院學生輔導處申請。未辦手續而佔用公地的一切物品，書院職員有權 清拆及將物品作垃圾處理，並追究有關團體。
2. 借用影音設備，須於使用前應檢查器材是否操作正常，事後如有損壞或遺失，由該借用團體負責。
3. 團體若有違反本規則，書院有權立刻停止其借用場地及器材的權利，直至另行通告為止。
4. 如本規則有未盡善處，書院有權作出修改。

聯合書院學生輔導處器材一覽表

編號	器材名稱	數量	備註
SE4	手提擴音器 (TOA-620C)	1	連電源線X1, 有線咪插頭 X2
SE5	手提擴音器 (Sanha SH-361A)	1	連電源線X1, 有線咪插頭 X3
SE29	手提擴音器 (JLH2002)	1	連電源線X1, 有線咪插頭 X1
SE31	喇叭連腳架 (Mackie SRM350V2)	1	連電源線X1, 腳架X1
SE33	手提擴音器 (NRS-DS2010UV)	1	連電源線X1, 有線咪插頭 X2
SE34	手提擴音器 (Aoumeisheng 006-A)	1	連電源線X1, 有線咪插頭 X2
SE38	喇叭連腳架 (Mackie Thump12A)	2	連電源線X1, 腳架X1 (只限大型書院活動用) ^
SE31A	無線咪接收器連混音器 (ALLEN & HEATH ZED 10FX)	1	連無線咪X2 (只限大型書院活動用) ^
SE7	有線咪	5	
SE8	座地高咪座	5	
SE9	座檯咪座	2	
SE10	手提大聲公	2	自備C號電池 X6
SE15	銀幕 (6呎 x 6呎)	1	
SE16	無線電對講機	8	自備2A筆芯電池每部3粒 (只限大型書院活動用) ^
SE17	腳架	1	
CE25	投影機 (3M X55)	1	連電源線、電腦VGA接駁線 X1
SE37	投影機 (BenQ MS524)		連電源線、電腦VGA接駁線 X1
SE23	高台 96"(w) x 48"(D) x 30"(H)	9	
SE24	高台紅色裙腳	1	與高台同時使用
SE25	高台梯級	2	
SE26	藍色膠椅	30	

^ (大型書院活如: 開放日、迎新營、院慶、聯唱、聯續及水、陸運會)

United College, The Chinese University of Hong Kong

Guidelines for Student Activity Venue and Equipment Booking

A. Eligibility

1. Applicant must be student member of United College, or registered student organization under the Student Union.

B. Rules and Regulations

1. No harmful, dangerous and illegal activities are allowed to take place in the venues, e.g. firework and water war
2. All equipment can not be borrowed for more than three days, except for specially approved college activities.
3. All furniture inside the venue must be restored to its origin setting after use.
4. All equipment and furniture inside the classroom is property of the University or the College, borrowing party is subject to penalty for damages caused or loss.
5. An applicant can borrow at most 2 venues at the same time, with exception for special functions.
6. To cancel the reservation, borrowing party must inform the College Dean of Students' Office as soon as possible.
7. For bookings that clashed with key functions of the University, College or College Student Union, the borrowing party should release the venue in principle, subject to College's arrangements.
8. The borrowed equipment can only be used inside College campus, if applicant would like to use the equipment in other places, approval of the Dean of Students' Office should be granted in advance.
9. Student identity card should be shown for borrowing the equipment.
10. Borrower should be responsible for transporting, using with care and keeping the equipment. In case of damage, the borrower is liable for compensation.
11. The borrowed venues and equipment should only be used by the booking party.
12. Unless for special arrangements, no rental or deposit will be charged for student activity venue or equipment bookings.

C. Booking Procedures

1. Please fill in the booking form and submit to the College Dean of Students' Office for processing.
2. All bookings should be done in 3 working days prior to the function.

D. Important Notes

1. For needs in storing properties in campus outdoor venues, the student organization must get prior approval from the Dean of Students' Office. The College staff will clear and throw away all properties that not gone through the proper procedures, and reserve the right for claiming the related student organization.
2. For using the AV equipment user should check the equipment prior to use and report for damage. User will be subject to penalty for damage if equipment is found damaged after use.
3. For violation of rules, the College can take away the borrowing right of the booking party until further notice.
4. The College reserves the right to amend the rules where deem appropriate.

United College DSO Equipment List for Student Activities

Code	Item	Qty.	Remark
SE4	Portable Amplifier (TOA-620C)	1	With power cable X1, Wired Microphone port X2
SE5	Portable Amplifier (Sanha SH-361A)	1	With power cable X1, Wired Microphone port X3
SE29	Portable Amplifier (JLH2002)	1	With power cable X1, Wired Microphone port X1
SE31	Speaker w/ stands (Mackie SRM350V2)	1	With power cable X1,
SE33	Portable Amplifier (NRS-DS2010UV)	1	With power cable X1, Wired Microphone port X2
SE34	Portable Amplifier (Aoumeisheng 006-A)	1	With power cable X1, Wired Microphone port X2
SE38	Mackie Speaker w/ stands (Mackie Thump12A)	2	With power cable X1/set (can be used separately), only for large scale College activity use^
SE31A	Mixer & Wireless microphone receiver (ALLEN & HEATH ZED 10FX)	1	With Wireless microphone X2, only for large scale College activity use^
SE7	Wired mic.	5	
SE8	Floor Mic stand	5	
SE9	Table mic. stand	2	
SE10	Loud speaker	2	Type C battery X6 (not included)
SE15	Screen (6 ft. x 6 ft.)	1	
SE16	Walkie Talkie	8	2A batteries X3 (not included), only for large scale College activity use^
SE17	Tripod	1	
CE25	3M X55 Projector	1	With power cable X1, 1 computer VGA cable
SE37	Projector (BenQ MS524)	1	With power cable X1, 1 computer VGA cable
SE23	Stage 96"(w) x 48"(D) x30"(H)	9	
SE24	Stage red dressing	1	For use with SE23
SE25	Stage stair case	2	
SE26	Blue Plastic chairs	30	

^E.g. Open Day, Orientation Camp, College Anniversary, Singing concert, UC Bun, Athletic meet and Swimming Gala.