



儲物櫃申請表格（供教員使用） Application Form for Locker (for Teaching Staff)

請於填寫本表格前參閱以下須知。Please read the following notes before completing this form.

- 請保持儲物櫃清潔及完整，交還時必須回復原狀。
Please keep the locker clean and tidy. Locker must be cleared out upon return.
- 如發現儲物櫃被破壞，請立即向本院報告。儲物櫃借用人可能需負賠償責任（如適用）。
Please report to the School immediately in case of any damage to your locker. Teaching staff may be responsible to pay for the repair of locker if necessary.
- 儲物櫃內不宜存放貴重物品，如有失竊，損失自負。
Teaching staff are advised not to store any valuables in their locker. The School will not be responsible for any loss or damage to any personal belongings in lockers.
- 儲物櫃不設掛鎖，教員請自備掛鎖。
Lockers are not equipped with locks. Teaching staff have to prepare their own padlock.
- 儲物櫃內不得存放違禁物品，如有懷疑，本院可在見證人陪同下開啟儲物櫃，並向當事人追究法律責任。
Storage of any illegal items is prohibited. The School shall have the authority to open any locker in the presence of a third party and the School reserves the right to be fully indemnified by the users against any liability resulting from the storage of illegal items.
- 教員須於該任教科目完結時將儲物櫃歸還本院，逾期未還的儲物櫃，本院會發出通知。本院有權於發出通知兩星期後，將櫃內物品處置。
Teaching staff should empty and unlock their locker on completion of their course(s). For any unreturned lockers after the stipulated deadline, the School shall have the authority to dispose of the properties found therein two weeks after notifying the relevant teaching staff.
- 如有查詢，請電郵至 scs-oc@scs.cuhk.edu.hk（東海／安年儲物櫃之申請人）／scs-tko@scs.cuhk.edu.hk（將軍澳儲物櫃之申請人）。
For any enquiries, please e-mail to scs-oc@scs.cuhk.edu.hk (for EOC/OC locker applications)/scs-tko@scs.cuhk.edu.hk (for TKO locker applications).

教員姓名 _____ (先生／小姐／女士／太太)*
Name of Teaching Staff _____ (Mr./Miss/Ms./Mrs.)*

任教課程 _____
Programme/Course Title _____

聯絡電話 _____ 電郵地址 _____
Contact No. _____ E-mail Address _____

教員簽署 Signature _____ 日期 Date _____

* 請刪去不適用者。Please delete if inappropriate.

For Official Use Only

Received by _____ Remarks _____

Handled by _____ Date _____

Locker no. _____ Return date _____