



場地租用申請表格 Booking Form for Venue

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

- 租用申請接納與否須視乎場地安排而定。本院活動可獲優先處理。請將填妥之表格傳真至香港中文大學專業進修學院 2603-6565 或電郵至 scs-admin@cuhk.edu.hk。如申請成功本院將以傳真或電郵確認。
Confirmation of venue booking is subject to venue availability. Priority will be given to the School's own activities. Completed form should be sent to the School of Continuing and Professional Studies, The Chinese University of Hong Kong by fax at 2603-6565 or by email at scs-admin@cuhk.edu.hk. Successful booking(s) will be confirmed by fax or email.
- 有關場地及課室之細節及條款請參閱背頁。
Please refer to the information overleaf for details of the venues and terms and conditions.
- 每次租用時間為最少兩小時。
Booking of venue must be for a minimum of two hours.
- 非香港中文大學租用者包括：香港中文大學成員機構、政府部門、上市公司及專業團體。
Non-CUHK hirer includes: CUHK affiliated organisations, government departments, listed companies and professional bodies.
- 課室及演講廳均設有標準教學設備，包括影音系統、可接駁網絡之桌上電腦、實物投影機、白板、咪高峰等。
Classrooms and lecture theatre are equipped with standard teaching equipment includes audio-visual system, desktop computer with Internet connection, visualiser, white board, microphone etc.
- 如有查詢，請致電 2209-0279 與本院聯絡。
For enquiry, please contact CUSCS at 2209-0279.

部門／單位／機構

Department/Unit/Organisation _____

申請人姓名

Name of Applicant _____

職銜

Position _____

註冊地址

Registered Office Address _____

聯絡電話

Contact No. _____

傳真號碼

Fax No. _____

電郵地址

E-mail Address _____

租用地點 (中環／尖沙咀東海／尖沙咀安年教學中心)*

Venue (Central/TST East Ocean/TST Oriental Learning Centre)* _____

租用課室數目

No. of room(s) _____

租用日期

Date _____

租用時間

Time _____

座位數目

Seating Capacity _____

租用目的／活動形式

Purpose/Function _____

場地要求

Venue Requirements _____

申請人簽署 Applicant's Signature _____

日期 Date _____

機構印鑑 Official Chop _____

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

For Official Use Only

Form received on _____ Handled by _____

Result of application Accepted Not accepted Room Allocation _____

Remarks _____ Fee _____ CUHK hirer Non-CUHK hirer

Director's signature _____ Date _____

教學中心位置 Location of Learning Centres:

- 中環教學中心：夏慤道 12 號美國銀行中心一樓 A 室 (港鐵中環站 J3 出口或金鐘站 B 出口)
Central Learning Centre: Unit A, 1/F, Bank of America Tower, 12 Harcourt Road (Central MTR Station Exit J3/Admiralty MTR Station Exit B)
 - 尖沙咀東海教學中心：加連威老道 98 號東海商業中心 300A 室、308 室及地庫 1 樓 01 室 (港鐵紅磡站 D1 出口或尖東站 P2 出口)
Tsim Sha Tsui (TST) East Ocean Learning Centre: Room 300A, 308 & Unit 01, Basement 1, East Ocean Centre, 98 Granville Road (Hung Hom MTR Station Exit D1/East Tsim Sha Tsui MTR Station Exit P2)
 - 尖沙咀安年教學中心：漆咸道南 67 號安年大廈 8 樓、13 樓、14 樓及 17 樓 (港鐵尖沙咀站 B2 出口或尖東站 P3 出口)
Tsim Sha Tsui (TST) Oriental Learning Centre: 8/F, 13/F, 14/F & 17/F, Oriental Centre, 67 Chatham Road South (Tsim Sha Tsui MTR Station Exit B2/East Tsim Sha Tsui MTR Station Exit P3)
- 備註：請於本院網頁 www.cuscs.hk 查閱各教學中心的開放時間。
 Note: Please refer to the School website www.cuscs.hk for opening hours of Learning Centres.

收費 Rates:

設施類別 Room Type	座位數目 Seating Capacity	中環教學中心 Central Learning Centre		尖沙咀東海教學中心 TST East Ocean Learning Centre		尖沙咀安年教學中心 TST Oriental Learning Centre	
		每小時收費 Hourly Rate (HK\$)		每小時收費 Hourly Rate (HK\$)		每小時收費 Hourly Rate (HK\$)	
		中大租用者 CUHK Hirer	非中大租用者 Non-CUHK Hirer	中大租用者 CUHK Hirer	非中大租用者 Non-CUHK Hirer	中大租用者 CUHK Hirer	非中大租用者 Non-CUHK Hirer
課室 Classroom	60 – 78	\$1,500	\$2,500	\$900 – \$1,400	\$1,600 – \$2,300	不適用 N/A	不適用 N/A
	39 – 58	\$1,200	\$2,000	\$1,200 – \$1,400	\$2,000 – \$2,300	\$900	\$1,500
	22 – 36	\$800 – \$1,000	\$1,400 – \$1,600	\$700	\$1,200	\$600	\$1,200
電腦室 Computer Lab	24 – 28	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A	\$1,200	不適用 N/A
演講廳 Lecture Theatre	159	\$2,200	\$3,900	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A

條款及細則 Terms and Conditions:

- 確定預訂場地及收受商業登記文件副本後，本院將會開出發票予非中大租用者。非中大租用者須於預訂使用日三個工作天前以信用卡、EPS 於本院報名中心繳費，或以銀行入帳、劃線支票 (請以「香港中文大學」名義抬頭) 付款，否則預訂將會自動取消。期票恕不接受。
 CUSCS will issue an invoice to the non-CUHK hirer after confirmation of booking and provision of copy of business registration documents. Payment must be made by credit card or EPS at CUSCS enrolment centre, or by bank deposit or crossed cheque made payable to "The Chinese University of Hong Kong" within three working days prior to the function date; otherwise, the booking will be cancelled automatically without prior notice. Post-dated cheque will not be accepted.
- 租用者如須取消租借，須於預訂使用日三個工作天前通知本院，否則須繳付全數費用。
 To cancel a confirmed booking, the cancellation request has to be submitted to CUSCS at least three working days prior to the function date. Otherwise, the hirer will be charged the full rental fee.
- 場地使用人數不得超過本院所規定之座位數目上限。禁止分租或轉讓場地予他人。
 The number of persons to use the venue shall not exceed the maximum seating capacity. Subletting of venue or transfer of booking is strictly prohibited.
- 如有超時，租用者須支付額外租用費。額外的租用時間以每小時計算。場地準備及清理時間應包括在租用時間內。
 The hirer will be responsible for payment of extra hiring hours. Fractions of a hiring hour will be charged as a full hour. The hirer should include event set-up and clean-up time in the booking time stated in the booking form.
- 租用者應於整個活動時間內在場並確認嘉賓及參與者，處理登記及活動相關事宜。如有新聞界或媒體人士出席或在活動中列席，必須提前通知本院。租用者的活動不可使用香港中文大學專業進修學院或香港中文大學 (中大租用者除外) 的名稱及/或校徽。
 The hirer should be present during the entire time of event to identify guests and participants, manage registration and event related matters. CUSCS must be notified in advance if member of the press/media will be present for or in attendance at the event. The name and/or emblem of CUSCS and/or that/those of The Chinese University of Hong Kong (except CUHK hirers) shall not be used in conjunction with the activities of the hirer.
- 以下活動嚴禁在本院內進行 The following activities are strictly prohibited in the CUSCS premises:
 - 現金/支票交易、招聘、籌款活動及任何形式的市場研究。
 Cash/cheque transaction, recruitment, fundraising campaign, marketing research or of any kind.
 - 收集、捐贈或索取貨物/紀念品/商品/計劃或服務。
 Collection, donation or solicitation of goods/souvenirs/articles/programmes or services.
 - 於任何灰泥牆、地板、裝置、配件、家具或其他物件上貼上膠水或膠紙。
 Affix glue or tape on any plaster wall or floor or on any fixtures, fittings and furniture.
 - 吸煙或攜帶易燃物品進入本院範圍。
 Smoking or bring inflammable object into the CUSCS premises.
 - 未經本院同意，進行攝影、錄影或錄音，或擅自操作課室內的電腦或視聽器材。
 Without consent of the School, take photos or videos, record sound, or operate any computer or audio-visual equipment in classrooms.
- 租用者須保持場地內所有家具、裝置、地毯、牆壁和地板整潔。如須額外清理，本院將保留收取租用者費用的權利。租用期間，如場地內有任何器材或設施遭損壞或移走，租用者須負責承擔相關修理或更換的費用。
 The hirer is responsible to keep all furniture, fixtures, carpets, walls and floor in a clean and tidy condition in any part of the venue and CUSCS premises. CUSCS reserves the right to charge the hirer if additional cleaning is required. It shall be the responsibility of the hirer to bear the cost of repair or replacement if any equipment or facility is damaged, destroyed or removed during the period of use of the venue by the hirer.
- 本院於租用者使用場地期間不會承擔任何意外、傷亡、失竊或損毀的責任。租用者有責任購買合適的第三者責任保險以涵蓋所有可能的法律責任。
 CUSCS shall not be liable for any accident, death, injury, theft, loss or damage which may occur during the period of use of the venue by the hirer. The hirer bears the liability of purchasing appropriate insurance policies to cover all possibilities during the use of the venue including third party liability, etc.
- 如在活動期間，八號或以上之颱風信號、在超強颱風後發出的「極端情況」公布或黑色暴雨警告信號生效，該活動應立即停止。租用者可申請改於兩個月內的其他日子舉行活動。如因為沒有可用日期或其他因素未能成功更改活動日期，本院保留拒絕退款的安排。上列租用條款及細則將適用於活動改期。
 If the local storm warning signal No. 8 or above, the notice of extreme conditions after super typhoons, or the black rainstorm warning signal is in force during the event, the event should be suspended immediately. The hirer shall contact CUSCS to book an alternative date within two months after the hiring date. CUSCS reserves the right to refuse a refund if an alternative event schedule or other considerations do not allow. Terms and conditions listed above apply to the re-scheduling.