

聯合書院膳堂管理委員會
United College Canteen Management Committee
會員借用聚賢軒(教職員飯堂)申請表
UC Staff Canteen Booking Form

借用須知

1. 聚賢軒(教職員飯堂)只借予聯合書院書院生活委員會及教職員聯誼會會員舉行活動。
2. 申請必須於活動日期前最少兩星期經書院輔導處向本委員會提出。如獲批准，會員須自行與膳堂承辦商洽商具體安排及要求。
3. 借用範圍不能超過飯堂一半面積，以便其他教職員仍可使用飯堂服務。
4. 負責借用場地的會員須控制人客的行為和活動聲浪，以免對其他教職員造成太大的滋擾。
5. 膳堂管理委員會視乎場地安排及活動性質而作個別考慮。

Notes:

1. Only members of the College Staff Common Room and the College Staff Association may reserve the College Staff Canteen for private functions.
2. All applications must be made at least 2 weeks in advance of the function date. Members should contact the caterer directly for the detailed function requirements once the booking is approved.
3. Not more than half of the Staff Canteen will be reserved for private function.
4. Member responsible for organizing the function should ensure that the function will not cause any inconvenience or nuisance to other members using the canteen.
5. Confirmation of booking is subject to canteen availability and the nature of the function.

負責會員姓名 Name : _____ 會員編號 Membership No. : _____

所屬部門 Department : _____ 聯絡電話 Contact No. : _____

傳真 Fax : _____ 電郵地址 Email : _____

借用日期及時間 Date and Time : _____

活動名稱及性質 Nature/Name of Function : _____

預計出席人數 Expected No. of Participants : _____
(以不超過80人為限) (Not more than 80)

申請日期 Date of Application : _____

負責會員簽署 Signature : _____

以下由書院膳堂管理委員會填寫

To be completed by the College Canteen Management Committee :

批准 Accepted

不批准 Not Accepted

膳堂管理委員會秘書簽署

Signature : _____

日期

Date : _____