

香港中文大學新亞書院 - 書院設施借用表格
New Asia College, The Chinese University of Hong Kong
Rental of College Facilities - Application Form

申請人須於活動舉行日期的 **7 個工作天前** 將表格呈交書院
Application form shall be submitted to the College **at least 7 working days** prior to the event day

申請人資料 Applicant's Information

借用團體 Department/Organization :	
申請人姓名 Applicant's Name :	職位 Title :
申請人學系 Department :	年級 (如適用) Year of Study (if applicable) :
學生證號碼 (如適用) Student ID (if applicable) :	
手提電話 Mobile Number :	
電郵 E-mail Address :	

活動資料 About the Activity

名稱 Name :	
內容 Programme :	

書院設施借用 Facilities

借用日期 Date : _____ 借用時間 Time : _____ 參與人數 Number of Participants : _____

【預訂場地需繳付按金\$300。 A deposit of \$300 is required to book the venue】

借用設施 Facilities :

請在適當的空格填上「✓」號 Please put a tick in the appropriate box (es)	批准 Approve / 不批准 Disapprove (辦公室使用 Office Use)
<input type="checkbox"/> 圓形廣場 New Asia Concourse	
<input type="checkbox"/> 樂群館梁雄姬樓對出空地 Foyer next to the Staff/Student Centre – Leung H.K. Bldg.	
<input type="checkbox"/> 其他 (請註明) _____ Others (Please specify) _____	

設施使用規則 Regulations

- 申請人須為香港中文大學新亞書院學生會註冊團體之成員，或香港中文大學教職員。
Applicant should be member of the New Asia College Student Union, or staff of The Chinese University of Hong Kong.
- 所有申請須通過書院審批後才生效。
Application is not effective until receiving approval from the College.
- 借用時間為每天上午九時至下午十時四十五分。
Rental period is from 9am to 10:45pm.
- 活動期間不可對其他人士造成滋擾，否則書院有權即時取消申請人使用設施之資格。
Participants shall not cause any disturbances to others during the activity. The College reserves the right to terminate the activity when necessary.
- 申請人須保持地方清潔，並在活動後將設施回復原貌。
Applicant must keep the facilities clean and tidy up the area after the activity.
- 嚴禁進行任何對他人或環境構成危險或非法之活動，如燃燒炮竹、生火、噴灑飲料等。
Illegal activities and activities which may cause danger to others and the environment, such as the usage of flammable substances or lighting firecrackers, and spraying liquid, are strictly prohibited.
- 借用團體須向書院賠償一切因設施破壞而帶來的損失。
Applicant is responsible for all losses caused by the damage of facilities.
- 如欲取消或更改借用日期、時間或地點，申請人須於借用日期 (如欲提早借用日期，則以新訂日期為準) 七個工作天前以書面通知書院。
Modification of rental date, time and venue is allowed seven working days prior to the rental date (rental date refers to the revised date if applicant would like to advance the booking period).
- 如大學、書院或學生會須利用該設施進行重要活動，團體有義務讓出場地，惟書院會酌情處理。
If the University, the College or the Student Union has to make use of the facilities to organize important events, applicant has the obligation to release the booked facilities. The College reserves the right to make any change to the booking when necessary.
- 不得自行將所借用的設施轉借予其他團體，或提供設施予第三者進行任何形式商業活動。
Applicant is prohibited to transfer or lend the facilities to other organizations, and provide spaces for third parties to launch commercial activities.
- 活動參與人士須自行負責保管個人財物，並保障設施範圍內人士之安全。如有任何財物損失或有人受傷，書院概不負責。
Participants are responsible to mind their personal properties and protect the safety of others. The College is not responsible for any loss and injuries.
- 書院審批申請時，有可能會向申請人提出附加條件，並以書面形式通知申請人，借用團體必須遵守有關規則。
The College may request applicant to follow regulations which are not included in this form. Applicant will be notified in written form when necessary.
- 如有違反上述規則，書院有權立即停止有關團體借用設施之權利，向違規人士採取紀律行動，或交由書院及大學學生紀律委員會處理。
In case of violation of any of the above, the College reserves the right to terminate the event. Disciplinary action may be applied to parties concerned. Cases may also be referred to the Committee on Student Discipline of the College and/or the University.
- 書院有權修改以上規則，並不另行通知。
The College reserves the right to change the above without further notification.
- 書院有審批設施借用申請之最終決定權。
The College reserves all rights regarding the approval of this application.

本人已詳細閱讀以上設施使用規則，並願意承諾遵守。 I have read, understand, and agree to follow the above regulations.

簽署 Signature : _____

日期 Date : _____ 會印 Organization Chop : _____