

香港中文大學 崇基學院

梁鳳儀樓

LG1 李福和朱美琳劇院場地使用守則

User Guidelines of Fook Wo and Laura Jee Li Theatre at

Leung Fung Yee Building, Chung Chi College, The Chinese University of Hong Kong

1. 基本資料 Basic Information

1.1 李福和朱美琳劇院只接受以崇基學院學生會註冊登記之屬會以及與崇基學院合辦活動的中大部門或單位借用。

The Fook Wo and Laura Jee Li Theatre is ONLY open for reservation by the **Student association registered with the Student Union of Chung Chi College and CUHK Departments or Units co-organising events with Chung Chi College.**

1.2 借用團體需於租用日期前至少一個月前，連同已填妥之申請表、活動計劃書及學生團體註冊證明電郵至 ccc-sdc@cuhk.edu.hk 遞交申請。若場地是用作藝術及文化活動，學院將接受租用月份前六個月內的租用申請；如是非藝術及文化活動，學院則只接受租用月份前三個月內的租用申請。學院保留場地批核的最終決定權，而不需作任何解釋。

1.3 Applicants should submit a **completed application form, activity proposal and proof of recognized student associations via email ccc-sdc@cuhk.edu.hk** to the Student Development Office, Chung Chi College **1 month before** the activity date. For arts and cultural activities, the College accept the applications submitted 6 months in advance. For non-arts and cultural activities, the College accept the applications submitted 3 months in advance. The College reserves the right to decide whether to approve any application without the need to provide any explanation to the applicant.

1.4 借用團體遞交申請表後，會收到電郵通知初步確認場地可用。場地將會預留**三個工作天**及須於預留期限內繳交租借費用及按金 HKD\$700，以確定租用，否則被視為放棄場地租用，恕不另行通知。

Applicants will receive the initial confirmation via email after submitting application. The venue would be reserved for **three working days**. Applicants should settle the payment (booking fee & deposit HK\$700) and submit the original copy of the completed application form within the reservation to confirm the booking further. Otherwise, it will be deemed as giving up the venue booking without prior notice.

1.5 租借費用及按金只接受親臨繳交。現金不設找續。

Applicants only can make a payment in person by cash. No change will be provided.

1.6 按金將會經本處職員巡視場地使用完畢之情況，**使用後計三個工作天**，申請人即可辦理發還按金之手續。**場地如發現任何損毀或衛生狀況惡劣，本處會視乎情況沒收部分或全數按金。**

The deposit will be refunded to the applicants after the site inspection has done by SDO staff after three days of use. Part or all of the deposit will be forfeited if any damage or poor hygiene conditions is found depending on the situation.

1.7 申請人須帶備證明文件(如中大通)及申請表副本(以有本處印章為準) 於使用場地後一個月內為期限，親身到本處辦理手續，逾期恕不退還。

Applicants must bring their identity (e.g. CU link card) and copy of the application form (with SDO original chop) to go through the formalities in person within one month after using the venue. Overdue will not be refunded.

1.8 借用一經確定，不設取消。如學院認為劇院不宜使用，有權將之關閉，毋須事前通知。受影響的借用人士可另擇使用時間而毋需額外繳費。

No cancellation will be arranged once the reservation is confirmed. The College reserves the right to close the Activity Room without prior notice when, in its opinion, it is not suitable for use. If the Band Room is closed due to adverse weather or the College's decision, users being affected users could reserve another time slot(s) for compensation.

1.9 除公眾假期及按情況公佈的特別日期外，劇院全年均可借用。

The Activity Room is available for reservation throughout the year, except for public holidays and other special occasions announced accordingly.

1.10場地租金：

Venue hire charges:

	(A) 崇基學院學生會註冊登記之屬會 the Student association registered with the Student Union of Chung Chi College
Fee 收費	HK\$320 (每節為 4 小時) (4 hours per session)

詳情收費項目請參閱申請表格。

For details, please refer to the application form.

1. 使用規則 Rules and Regulations

2.1 租用者如需在劇院內錄影或拍攝，須事先向學院提出申請。

If hirer would like to make video recording or film in the theatre, prior application to the College is necessary.

2.2 除指定位置外，租用者不可於劇院內自行張貼海報或告示。

Other than the space designated for displaying purposes, posters and notices are not allowed to be displayed throughout the theatre.

2.3 劇院範圍內不准吸煙及燃點明火。

Smoking and any use of lit candle are prohibited throughout the Theatre.

2.4 一般情況下，劇院範圍內不准飲食。如有需要，請先向學院申請。

In general, eating or drinking is not allowed throughout the theatre. Hirer could send special request to the College if needed.

2.5 租用者須保持劇院內的一切通道及出口暢通無阻。

The hirer should keep all the aisles and exits in the theatre clear.

2.6 租用者不得侵犯任何第三方的知識產權，須確保在活動期間已獲相關的所有知識產權，包括但不限於專利、商標、設計權、版權。

Hirer must not infringe or violate any third party's intellectual property rights and must including, but not limited to patent, trademark.

2.7 租用者攜帶進入劇院的所有物件，包括但不限於佈景、裝置及道具，必須合乎及遵守有關的條例及條款。

All scenery, installation, equipment brought into the theatre must meet with fire and public safety or other related regulations.

- 2.8 租用者必須於活動日期前一個月或任何宣傳印刷品付印前，提供獲覆實訂租活動的宣傳品資料，包括海報、單張、場刊樣本給書院審閱。

Hirer must provide sample of publicity materials including posters, leaflets and house programmes of the confirmed function for approval one month in advance of the function or before the printing.

- 2.9 在懸掛 8 號或以上風球或黑色暴雨警告生效期間，劇院將會關閉，但會視乎當時情況考慮當日的活動是否取消或延期舉行。

When Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning is in force, the theatre will be closed. Cancellation or postponement of the activity will be decided taking into account of the particular circumstances at the time.

- 2.10 當天文台宣佈即將懸掛 8 號或以上風球時或黑色暴雨警告將生效時，租用者可致電致與學生發展處職員商討有關即將舉行或正在進行的活動的安排。

Hirer should contact the staff of Chung Chi Student Development Office about the arrangement of activities which are about to start or in progress when the Hong Kong Observatory announces that Typhoon Signal No. 8 or above will soon be hoisted or that the Black Rainstorm Warning will be issued.

2. 注意事項 Notes

2.1 崇基學院有權於任何時間對本規則作出修改。

Chung Chi College reserves the right to amend the terms and conditions of these guidelines.

2.2 租用者需明白有關活動可能存在的風險，並盡力確保所有裝置的安全性及穩固程度；及考慮自行為活動購買保險。

Hirer should ensure the safety of activities or exhibits or displays in the hiring venue and engage service of insurance company if necessary.

2.3 租用者如違反本場地使用守則任何一項規定，學院可即時取消任何訂租安排而無需作出解釋及賠償。

Any breaching of this House Rules may result in the cancellation of the confirmed booking and the College will not be responsible for any loss to the hirer and need not to provide any explanation.

2.4 使用者必須嚴格遵守劇院使用規則及崇基學院學生綜合大樓的其他規則。如有違反，違規行為會被記錄，崇基學院亦有權作出處分。

All users must abide by the rules and regulations set out for the theatre as well as other policies set for the Chung Chi Student Development Complex. Misconduct will be recorded and the College reserves the right to invoke disciplinary action.

2.5 學院不會為場地內進行的活動及物品的破壞或損失負上責任。

The College will not be responsible for any possible damage or loss or the relevant compensations to the activities or displays in the theatre.

2.6 倘中文版本與英文版本有任何歧異或不一致，概以中文版本為準。

The Chinese version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English version.

如有查詢，可致電 3943 6991 / 3943 4395 與崇基學院學生發展處聯絡。

For enquiries, please contact Chung Chi College Student Development Office at 3943 6991 / 3943 4395 .

崇基部門及學生團體適用

Eligible for CC Units and CC Student Associations

Staff Use Only

Reference No:

崇基學院 學生綜合發展大樓
LG1 李福和朱美琳劇院 租用表格

Booking form of LG1 Fook Wo and Laura Jee Li Theatre
Student Development Complex, Chung Chi College

Part A. 申請人資料 Applicants' Particulars

1. 申請人姓名 Name of Applicant:	2. 所屬崇基部門或學生團體 CC Units or CC Student Associations
3. 學生編號 SID :	4. 聯絡電話 Contact no. :
5. 電郵地址 Email Address :	

Part B. 活動資料 Activity Information

a. 活動名稱 Name of Activity :
b. 活動性質 Nature of Activity: <input type="checkbox"/> 戲劇 Drama <input type="checkbox"/> 舞蹈 Dance <input type="checkbox"/> 跨媒體演出 Multimedia Performance <input type="checkbox"/> 音樂 Music <input type="checkbox"/> 電影欣賞 Movie Appreciation <input type="checkbox"/> 其他 others _____
c. 預計參與人數 Expected no of Participants : _____ (Chung Chi College 崇基學院) + _____ (CUHK 中大人士) + _____ (Public 公眾人士)
預計開場時間 Expected time for Door Opening :
e. 合辦團體 Co-presenting Organisation <input type="checkbox"/> 沒有 NO / <input type="checkbox"/> 有 Yes 名稱 Name (<input type="checkbox"/> In-campus 校內/ <input type="checkbox"/> Out-campus 校外) :
f. 商業機構贊助 Commercial Sponsor : <input type="checkbox"/> 沒有 NO / <input type="checkbox"/> 有 Yes, 名稱 Name:

Part C. 租用詳情 Details of Booking

租用時段 Booking Session 租用日期 Booking Date	A. 09:00- 13:00	B. 13:30- 17:30	C. 18:00 -22:00	劇院設施 Theatre Facilities (如需要, 請剔選✓ Please tick✓ if required)		收費 Fee	Endorse d by SDO
				劇院控制室* AV control RM	後台化妝間 Dressing RM		
範例 Sample 14/9/2023	✓ - **R+S	✓ - P	✓ - C				
1.							
2.							
3.							
4.							
5.							
總日數及節數							
每節四小時計 HKD\$320 each session lasts for 4 hours HKD\$320					總數 HKD Total		

(**R-綠排 Rehearsal / S-佈置 Set Up / C-清場 Clean Up / P-表演 Performance & 會議 Conference & 講座 Talk / O-其他 Others, 請註明 Please specify)
請在最左列填寫租用日期及並以剔號(✓)選擇租用時段及寫上該時段安排簡稱, 如空位不敷應用, 申請人可另頁填寫。

Please state the Booking Date at the leftmost column. Indicate with a tick (✓) at appropriate box(s) for the Booking Session(s) with the acronym for the rundown beside it.

*備註: 如需使用投影機、螢幕、咪及音響系統, 需剔選劇院控制室使用 Please Indicate with a tick (✓) at AV control room if Audio equipment is needed to use.

**備註: 綠排: 如需要指導音響事務(包括電腦設備), 需於租用日期至少一個星期前與聯絡本處職員

If instruction for Audio equipment in rehearsal session is needed, please contact SDO staff for the arrangement as least one week before the date of booking.

(continued on next page)

*備註 Remark:	
(崇基學生團體適用)如申請者或其學生團體成員已成為崇基學院合資格劇院舞台技術支援學生助手並於活動當天負責燈光及音響事務(包括電腦設備), HKD\$256 租場費用可獲豁免(每節計)。(Eligible for CC Student associations) If the applicant or member(s) of his/her student organisation is one of the certified Student Helpers for Stage Production Support and taking part in the affair during the booking, HKD\$256 will be exempt from each section of the booking	學生助手名稱 Name of Student Helper : 學生證編號 Student ID :

Part D. 借用場地影音器材及設施 Audio equipment & facility

影音器材 Audio equipment		
<input type="checkbox"/> 投影機及螢幕 Projector and Screen	<input type="checkbox"/> 咪及音響系統 Mic and PA system	<input type="checkbox"/> 舞台燈光 stage lighting
手提式無線咪 Wireless Microphone: <input type="checkbox"/> 1 <input type="checkbox"/> 2 (註: 每支無線咪需自備 2 粒 AA 電芯) *Please bring your own AA battery (two for each Microphones)		
<input type="checkbox"/> 桌上電腦 Desktop (只適用於 Window/Android 系統) *如需在控制室範圍外使用電腦, 需要自備手提電腦 及 HDMI 線 Please use your own notebook and HDMI Cable outside the AV control Room.		
Other facilities 其他設施		
<input type="checkbox"/> 2 張 長方型摺枱 160W X 70D(摺枱) + 4 張膠凳 2 foldable tables + 4 chairs		
<input type="checkbox"/> 演講台 Podium	<input type="checkbox"/> 直立式鋼琴 Upright Piano (Model: Yamaha U3)	

Part E: 進入場地權限 Access right

提供最多 5 位可獲授權以中大通進入場地權限之屬會成員資料 (必須為崇基學院職員或同學)

Please provide information of 5 society members for granting access right of the venue. (Eligible for CC Staff or Students ONLY)

中文全名 Chinese Name	英名全名 English name	職位 Position	學生/職員編號 SID

*請連同以下文件遞交申請 Please submit your application together with below document:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> 填妥之申請表正本
(連正本會印)
Completed original application form (with original chop) | <input type="checkbox"/> 活動計劃書
Activity proposal | <input type="checkbox"/> 學生團體註冊證明
(學生團體適用)
Proof of recognized student association (eligible for student association) | <input type="checkbox"/> 主要成員名單
(學生團體適用)
key member list (eligible for student association) |
|--|---|---|---|

我確認已閱讀並同意以上使用條款。

I hereby acknowledge that I have read and understood the terms and conditions as provided above.

申請人簽名及團體或部門蓋章

Signature/Department chop: _____

日期 Date : _____

(For the Use of Chung Chi Student Development Office only 只供崇基學院發展處使用)

確認收取： 填妥之申請表正本 核對中大通 活動計劃書及流程表 學生團體註冊證明
 費用 HKD\$ _____ 按金 HKD\$ _____

Confirmation Slip and Deposit receipt for LFY LG1 Fook Wo and Laura Jee Li Theatre Booking

It is to confirm that your application for booking of LFY LG1 Fook Wo and Laura Jee Li Theatre

(Reference No: _____) is approved. It had been received the booking fee HKD\$ _____

(cash/crossed cheque*: _____) and the deposit HKD\$ _____ (cash/crossed cheque*: _____). The deposit

HKD _____ will be refunded when the applicant is in compliance with terms and conditions of LFY LG1 Fook Wo and Laura Jee Li Theatre.

(*Please delete as appropriate)

Student Development Office: _____

Date: _____

Return receipt for LFY LG1 Fook Wo and Laura Jee Li booking deposit

I have received the booking deposit HKD\$ _____ of the booking (Ref. _____) LFY LG1 Fook Wo and Laura Jee Li Theatre. (Deducted deposit: HKD\$ _____)

Signature/Department chop: _____

Date: _____