

香港中文大學 崇基學院

龔約翰學生中心

LG4 活動室使用規則

User Guidelines of LG4 Activity Room

Kunkle Student Centre, Chung Chi College,

The Chinese University of Hong Kong

1. 基本資料 Basic Information

- 1.1 活動室於星期一至六開放，時間為星期一至五上午 9 時至晚上 10 時 30 分、星期六上午 9 時至中午 12 時 30 分。周日及公眾假期休息。

The Activity Rooms are open on weekdays from 9:00 am to 10:30 pm and Saturdays from 9:00 am to 12:30 pm. It is closed on Sundays and public holidays

- 1.2 活動室只接受以崇基學院學生會註冊登記之屬會借用。借用人士在一星期內（星期日至星期六），最多可借用 3 個時段（最長為連續 6 小時）。借用人士可在中大中央網上預約系統(<https://booking.cuhk.edu.hk/>) 查閱預約情況。

The Activity Rooms are ONLY open for reservation by the Student association registered with the Student Union of Chung Chi College. Each group could only reserve THREE sessions which last for a maximum of SIX consecutive hours within a week (Sunday to Saturday). Applicants could check the availability via CUHK Central Booking System (<https://booking.cuhk.edu.hk/>).

- 1.3 借用學生團體需於租用日期前至少十個工作天，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。最早可於使用六個月前遞交申請。

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 10 working days before the activity date. The Activity Rooms could be reserved up to six months in advance.

- 1.4 借用團體收到電郵通知初步確認場地可用後，場地將會預留三個工作天及須於預留期限內繳交按金 HKD\$500，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. The venue would be reserved for **three working days**. Applicants should settle the deposit of HK\$500 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 按金付款只接受親臨繳交現金。現金不設找續。

Applicants only can make a deposit 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.

- 1.1 借用一經確定，不設取消。如學院認為活動室不宜使用，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.

- 1.2 除公眾假期及按情況公佈的特別日期外，活動室全年均可借用。

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

2. 使用規則 Rules and Regulations

- 2.1 請小心使用活動室內的設施；使用後必須清理場地，並回復原狀。若場地或設施有任何損壞，須按值賠償。

Please take good care of the facilities in the Activity Rooms. Users are responsible for reinstating the facility to its original condition immediately after use. In case of any loss or damage, users are responsible to pay for the repair or replacement cost.

- 2.2 借用人士／單位須清理並帶走垃圾。

Users are required to clean up the venue and take away their own garbage bags.

- 2.3 校園內嚴禁吸煙。活動室內，不准飲食（清水除外）。

Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Activity Rooms (except drinking water).

- 2.4 活動室內不可舉辦任何商業或金錢交易活動。

Any kinds of commercial activities or activities involving money transaction are prohibited in the Activity Rooms.

- 2.5 借用人士／單位不得把場地轉借。

Transferal of any reservation is not allowed.

- 2.6 如因活動取消而毋須借用活動室，應儘快到中大中央網上預約系統(<https://booking.cuhk.edu.hk/>)取消預約。如未有按時使用活動室，亦未有辦理取消手續，按金將被沒金，其使用權將被暫停直至另行通知。

If a reservation is no longer required, users must cancel the reservation via CUHK Central Booking System as soon as possible. Failure to do so is subject to forfeiture of deposit and suspension of reservation rights until further notice by Chung Chi College.

- 2.7 若崇基學院有重要活動擬在同一時間地點舉行，借用人士須讓出房間，費用將獲全數歸還。

User is required to release the reservation if Chung Chi College subsequently plans to hold an important event at the same time and in the same place.

3. 注意事項 Notes

- 3.1 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.

- 3.2 使用者必須嚴格遵守會議室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 Meeting Room as well as other policies set for the Student Development Complex. Misconduct will be recorded and the College reserves the right to invoke disciplinary action.

3.3 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 4047 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 4047 .

龔約翰學生中心 LG4 活動室 租用表格

Booking form of Kunkle Student Centre LG4 Activity Room

Staff Use Only

Reference No: _____

Part A. 申請人資料 Applicants' Particulars

1. 申請人姓名 Name of Applicant: _____	2. 學生/職員編號 Users ID : _____
3. 借用學生團體/單位 Name of Society/Unit _____	4. 聯絡電話 Contact no.: _____
	5. 電郵地址 Email Address: _____

Part B. 租用詳情 Details of Booking *(一星期不應超過 16 小時) Total booking hours are not allowed to excess 16 hours.

租用日期 Date	時間 Time (From)	時間 Time (To)	總小時(Total Hours)

Part C. 活動資料 Activity Information

a. 活動名稱 Name of Activity : _____	b. 預計參與人數 Expected no of Participants : _____ (Chung Chi College 崇基學院) + _____ (Others 其他人士)
c. 形式 Format: <input type="checkbox"/> 展覽 exhibition/ <input type="checkbox"/> 攤位 Booth/ <input type="checkbox"/> 工作坊 workshop/ <input type="checkbox"/> 其他 others _____	
d. 活動是否涉及籌款 Any Fundraising involved? : <input type="checkbox"/> 否 No/ <input type="checkbox"/> 是 Yes (請附上籌款許可證明) If yes, please provide the proof of fundraising.	
e. 活動有否邀請團體參與 Any organizations or groups are invited? : <input type="checkbox"/> 沒有 No / <input type="checkbox"/> 有 Yes, 名稱 name: _____ (<input type="checkbox"/> 校內 internal / <input type="checkbox"/> 校外 external)	
f. 活動有否商業機構贊助 Any commercial sponsorship? : <input type="checkbox"/> 沒有 No / <input type="checkbox"/> 有 Yes, 名稱 name: _____	

Part D. 借用場地器材 Audio equipment

<input type="checkbox"/> Projector and Screen 投影機及螢幕 (只適用於 Window/Android 系統)	<input type="checkbox"/> 不適用 N/A
<input type="checkbox"/> PA system 擴音/音響系統 (額外按金費用 Extra Deposit: HKD\$200)	
包括: 1. 手提式無線咪 Wireless Microphone 2 支 (*每支無線咪需自備 2 粒 AA 電芯) 2. 擴音器 speaker	
*Please bring your own AA battery (two for each Microphones)	<input type="checkbox"/> 不適用 N/A

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	學生編號 SID

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

- 填妥之申請表正本(連正本會印) Completed original application form (with original chop)
 活動計劃書 Activity proposal
 學生團體註冊證明 Proof of recognized 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 College Student Development Office only 只供崇基學院學生發展處使用)

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 按金 HKD\$_____

Confirmation Slip and Deposit receipt for KSC LG4 Activity Room Booking

It is to confirm that your application for booking of KSC LG4 Activity Room (Ref 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 LG4 Activity Room. (*Please delete as appropriate).

Student Development Office: _____

Date : _____

Return receipt for KSC LG4 Activity Room booking deposit

I have received the booking deposit HKD\$_____ of the booking (Ref. _____) and receipt (IRISPOS-_____) KSC LG4 Activity Room.

Deducted deposit: HKD\$_____ (Receipt: IRISPOS-_____)

Signature/Department chop: _____

Date : _____