



香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG

物業管理處 - 庶務及樓宇管理組  
Estates Management Office - Housekeeping & Building Management Section  
Estates and Maintenance Building Annex 營修樓偏樓  
Telephone No. 3943 6462 ( 0900 – 1730 ) Fax No. 3942 0974

校外團體借用課室申請表格

Application Form for use of Classroom and Lecture Theatre in the Housekeeping & Building Management Section for Outside Organization(s)

填此表格請先閱覽借用規則

Please read the regulations printed on the overleaf before completing this form

**借用團體資料**

**I USER INFORMATION**

團體名稱

Name of Organization: \_\_\_\_\_

聯絡人姓名

身份證號碼

Name of Contact Person: \_\_\_\_\_

I.D No.:

				X	X	X	( )
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聯絡地址

Contact Address: \_\_\_\_\_

聯絡電話

傳真機號碼

Contact No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

電郵地址

Email Address: \_\_\_\_\_

活動名稱

Name of Function: \_\_\_\_\_

預計參加人數

Estimated No. of Participants: \_\_\_\_\_

擬舉辦活動目的及簡介

Objectives and Description of activity to be held: \_\_\_\_\_

\_\_\_\_\_

負責人姓名

Name of Applicant/Organizer: \_\_\_\_\_

負責人簽署

Signature of Applicant/Organizer: \_\_\_\_\_



借用細則

**II BOOKING DETAILS**

日期 Date				
位置：康本國際學術園 Location：Yasumoto International Academic Park				
時間：由 至 Time：From to				

交表日期 Date of submission: \_\_\_\_\_ 團體蓋章 Society Stamp: \_\_\_\_\_

\*備註：使用預訂課室時必須出示此表格，以便本辦公室員工查核。  
\*Remarks: Please bring along this form for identification purpose when using the reserved room.

此部份由本辦公室填寫  
FOR OFFICE USE ONLY

申請結果  
Application Result

申請核准 Application approved

按金 (一張支票) Deposit (Separate Cheque) HK\$ \_\_\_\_\_  
 租金收費 (一張支票) Rental to be charged (Separate Cheque) HK\$ \_\_\_\_\_  
 超時工作收費 (如適用) Overtime working charges (if applicable) HK\$ \_\_\_\_\_

申請不被接納 Application not accepted

原因 Reason : \_\_\_\_\_

審批人簽署  
Approved by: \_\_\_\_\_

部門蓋章  
Department Stamp: \_\_\_\_\_  
日期  
Date: \_\_\_\_\_



物業管理處 – 庶務及樓宇管理組

校外團體借用課室規則

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1. 請填妥本表格後連同相關證明文件一併交回物業管理處-庶務及樓宇管理組，營修樓偏樓，並於使用課室時向工作人員出示批核副本以資識別。
2. 只限星期日及公眾假期之申請，時間為上午八時三十分至下午六時三十分。
3. 課室只可作舉辦研討會，會議及訓練課程等。
4. 本處只接受下列團體之申請：
  - 學術/教育/專業團體；
  - 慈善機構；
  - 政府部門；
  - 租用書院宿舍舉辦夏令營之團體。
5. 申請人須繳付大學行政及計劃委員會所釐訂之租金及工作人員之超時薪金。
6. 按金及租金繳費辦法：
  - 按金(港幣 1000 元)及租金須於活動舉辦前兩星期以支票付款(請分開兩張支票)；
  - 支票請書明受款人為「香港中文大學」，並加劃線；
  - 課室於使用完畢後，如能保持整齊清潔，按金將全數發還，否則本辦公室有權沒收全部按金。
7. 不准吸煙。
8. 不得在課室內飲食。
9. 不得在課室內外佈置及展覽任何物品。
10. 不准在課室內從事牟利或籌款之活動。
11. 申請人須負責：
  - 參加者之行為操守；
  - 保持課室整齊清潔；
  - 保持課室所有設施完好無缺；
  - 於離開課室前，將曾被搬動之檯椅及設施放回原位；
  - 於離開課室/講室前，將所有私人物品帶走。
12. 如須使用視聽器材，必須於辦公時間內與教務處視聽服務組聯絡 (電話號碼：3943 6061 或電郵 [avsu@cuhk.edu.hk](mailto:avsu@cuhk.edu.hk))

如有違反上述規則者，物業管理處有權隨時終止其使用已租借之課室。



**Estates Management Office - Housekeeping & Building Management Section**

**Regulations Governing the Use of Lecture Theatre and Classroom by Outside Organization**

1. This form should be completed with supporting documents and returned to the Estates Management Office – Housekeeping & Building Management Section at **Estates and Maintenance Building Annex**. Please bring along this form for identification purpose when using the Lecture Theatre (s) and Classroom (s).
2. Booking is only available on Sunday AND Public Holidays from 8:30 To 18:30.
3. Rooms can only be booked for functions such as seminar, conference and training courses.
4. Our office only Accepts the Application from the Following Organizations:
  - Academic / Educational / Professional Bodies
  - Charity Organizations
  - Government Departments
  - Tenants of College Hostel for summer camps
5. The applicant should pay charges for use of the Rooms and overtime fee for attendant staff at the rates as approved by the Administrative and Planning Committee from time to time.
6. Deposit and Rental Payment:
  - A deposit of \$1000 and rental charge will be payable with *separated cheque* two weeks before the function takes place.
  - Payment should be made by a crossed cheque payable to “**The Chinese University of Hong Kong**”.
  - The deposit will be returned to the user if the Rooms are kept in good condition after use.
7. Smoking is strictly prohibited.
8. No food or drink is allowed.
9. No decoration or display material is allowed in or outside the Rooms.
10. No profit-making function or fund-raising allowed to be held in the Rooms.
11. The applicant must be responsible for:
  - (a) The conduct of the participants;
  - (b) Keeping the Rooms clean and tidy;
  - (c) Any damage or loss of fittings and equipment which may result from the use of the Rooms concerned;
  - (d) All furniture and equipment moved are returned to their original position after use;
  - (e) Ensuring no personal belongings are left inside the classroom(s) / lecture theatre(s).
12. Applicant must contact Audio Visual Services Unit of the Registry during office hours for use of AV Equipment (Tel: 3943 6061 or E-mail: avsu@cuhk.edu.hk).

The Estates Management Office reserves the right to terminate the use of the Rooms if the user violates any of the above regulations.