

THE UNIVERSITY OF HONG KONG

☐ Chong Yuet Ming Amenities Centre Tel: 3917 8006

☒ Fong Shu Chuen Amenities Centre Tel: 3917 1399

Stay Late in the Centre Application by Student Societies

◆◆◆ Guidance Notes:

1. Only *Executive Committee members* of student society are eligible for requesting stay late (22:00 – 09:00) in the reserved room.
2. Proof on the reservation for room booking is required for consideration of the stay late application.
3. Overnight stay application must be submitted by email to General office of FSCAC **at least 3 working days in advance**.

Name of Student Society:		Society E-mail:	
Name of Applicant:		Name in Chinese:	
Student No.:		Tel No.:	
Position in Student Society:		E-mail:	
Person in-charge of the Function:		Name in Chinese:	
Student No.:		Tel No.:	
Position in Student Society:		E-mail:	
Purpose of Stay Late: (Please Specify)		No. of Participants:	

Stay Late Information:

1) Reserved Room No.:		From:	Date / Time	to	Date / Time
Requested Period of Stay Late: From: Date / Time to Date / Time					

由夜更保安員填寫: For Guard Only:	時間: Time:	房間內人數: No. of User:	保安員簽署: Signature:
日期: Date:	時間: Time:	房間內人數: No. of User:	保安員簽署: Signature:

2) Reserved Room No.:		From:	Date / Time	to	Date / Time
Requested Period of Stay Late: From: Date / Time to Date / Time					

由夜更保安員填寫: For Guard Only:	時間: Time:	房間內人數: No. of User:	保安員簽署: Signature:
日期: Date:	時間: Time:	房間內人數: No. of User:	保安員簽署: Signature:

3) Reserved Room No.:		From:	Date / Time	to	Date / Time
Requested Period of Stay Late: From: Date / Time to Date / Time					

由夜更保安員填寫: For Guard Only:	時間: Time:	房間內人數: No. of User:	保安員簽署: Signature:
日期: Date:	時間: Time:	房間內人數: No. of User:	保安員簽署: Signature:

Stay Late in the Centre Name List

	Name	Student UID No.		Name	Student UID No.
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

I understand and agree to abide by the following conditions:

1. We read through the “Guidelines on the Use of Facilities Rooms Managed by Amenities Centre” before completing the application form.
2. We are required to stay in the above mentioned location.
3. We have to keep all doors close and remain ourselves in a secure place.
4. If we leave the Centre, we are required to keep the Centre doors close.
5. During our stay in the Centre, we may seek assistance from the Chong Yuet Ming Amenities Centre over night-time watchman or the Estates Office security guards when such need arises.
6. We understand the Manager reserves the right to request stay late participants to leave the Centre during our stay when such need arises.

Applicant Signature

with society chop: _____

Date: _____

Signature of Manager: _____

Date: _____