

THE UNIVERSITY OF HONG KONG
Fong Shu Chuen Amenities Centre

Rm 1A06, Pokfulam Road, Hong Kong

Tel: 3917 1399

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Application for Green Gown / Black Gown by *Non-Student Users*

Name of Department:			
Name of Applicant:		Tel. No.:	
Position in Department:		Email.:	
Person in-charge of the Function:		Tel. No.:	
Name of Function:			
To be used in Room/Area:			
Loan Period: (Maximum 7 calendar days)	From _____ / _____ to _____ / _____ Date / Time Date / Time		
	Pick-up and return are available on weekdays from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. except on Saturdays, Sundays, University and Public Holidays.		

Required	Qty	Charges per day (HK\$20 per piece)	Total No. of Chargeable Days (excluding Saturdays, Sundays, University and Public Holidays)	Amount HK\$
Green Gown				
Black Gown				
Total amount: HK\$				

Signature of Applicant _____ Date: _____
with Department Chop: _____

Approved by Centre Staff: _____ Date: _____

The amount to be settled in cash, official receipt no.: _____	HK\$ _____
Cash received by Centre Staff: _____	Date: _____

To: Director of Finance	
✳ Please debit the said amount to:	
☐ my departmental account no.: _____	HK\$ _____
☐ my staff account no.: _____ Staff no.: _____	HK\$ _____
✳ The total charges to be settled by cheque and addressed to "The University of Hong Kong"	
Cheque no.: _____ Name of Bank: _____	HK\$ _____
& credit to Fong Shu Chuen Amenities Centre sundry income account no. 30005.000200000.000000.52200.100.01.	
_____ Department Authorized Signature with Chop (if applicable)	_____ Date

FOR OFFICE USE ONLY

Loan out date/ time: _____ Staff on duty: _____

Return date/time: _____ Staff on duty: _____

Remarks for Green Gown / Black Gown Application
for Non-student Users

1. Bookings are on a first-come-first-served basis; priority will be given to student societies.
2. Applications should be submitted no earlier than 2 months prior to the function date and no later than 7 calendar days before the function date. A maximum duration of loan period is 7 calendar days.
3. The duration of booking should include preparatory and aftermath work.
4. Applicants or their representatives are required to bring or present the confirmed booking form at the Centre General Office to collect the gowns.
5. Applicants or their representatives are required to collect or return the gowns on the specified date, during opening hours of the Centre General Office.
6. Applicants or their representatives are advised to check the quantity and condition of the gowns at the time of collection.
7. Transfer of booking is prohibited.
8. Fees paid for bookings are generally non-refundable and non-transferable. The Rates of Charges may be altered by the University from time to time with or without prior notice.
9. Fines will be imposed if applicant fails to return the gowns to Centre General Office by the due date and time specified on the application form.
10. The Person-in-charge is responsible for the well-being of the gowns for the duration of loan period and is liable for the cost of replacement of the damaged or lost items. (HKD150/pc for Green Gown / HKD200/pc for Black Gown).
11. All users are requested to abide by the regulations for the use of facilities in the Centre. Breach of regulations may lead to cancellation of bookings or suspension of future bookings of any facilities under the administration of the Centre of Development and Resources for Students (CEDARS) or payment of fines.
12. Bookings will be automatically cancelled if a Typhoon Signal No. 8 or "Extreme Conditions" after Super Typhoons or a Black Rainstorm Warning Signal is hoisted. Bookings that have already been collected will be automatically postponed or continued in the event of the above situations until the Centre General Office resumes its opening hours.
13. The Centre management reserves the right to cancel the booking when such need arises.