

THE UNIVERSITY OF HONG KONG

 Chong Yuet Ming Amenities Centre Tel: 3917 8006

 Fong Shu Chuen Amenities Centre Tel: 2548 0074

Application for Equipment / Furniture

| | | | |
|---|---|------------------|----------|
| Name of Student Society: | | Society E-mail: | |
| Name of Applicant: | | Name in Chinese: | UID No.: |
| Position in Student Society: | | Tel No.: | E-mail: |
| Person in-charge of the Function: | | Name in Chinese: | UID No.: |
| Position in Student Society: | | Tel No.: | E-mail: |
| Name of Function: | | | |
| To be use in Room / Area: | (The equipment is only allowed to be used on the HKU campus.) | | |
| Loan Period: (Maximum 14 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. | | |

| <i>Item provided in CYMAC</i> | <i>Qty</i> |
|--|------------|
| Stacking chair | |
| Portable folding table (2.3'W x 5'L) | |
| Mobile display board (3'W x 6'H) (For outdoor areas, each display board is accompanied by four sandbags, please specify the quantity) | B S |
| Mobile Z board (3'W x 6.5H) (For outdoor areas, each display board is accompanied by four sandbags, please specify the quantity) | B S |
| Mobile wyteboard (6'W x 3'H) | |
| Portable P.A. system w/2 wireless microphone | |
| Wired microphone | |
| Microphone stand (Floor stand / Table stand) | F/ T |
| Portable speaker amplifier | |
| LCD projector | |
| Portable white screen | |
| Music stand | |
| Table cloth (Green / Blue) (7'W x 9'L) | G/ B |
| <i>Others:</i> | |
| | |
| | |

| <i>Item provided in FSCAC</i> | <i>Qty</i> |
|--|------------|
| Stacking chair | |
| Portable folding table (2'W x 4'L) | |
| Portable folding table (2.5'W x 6'L) | |
| Mobile display board (3'W x 6'H) (For outdoor areas, each display board is accompanied by four sandbags, please specify the quantity) | B S |
| Mobile Z board (3'W x 6.5H) (For outdoor areas, each display board is accompanied by four sandbags, please specify the quantity) | B S |
| Portable P.A. system w/2 wireless microphone | |
| Wired microphone | |
| Microphone stand (Floor stand / Table stand) | F/ T |
| Portable speaker amplifier | |
| LCD projector | |
| Portable white screen | |
| Mini walkie-talkie | |
| Foldable music stand | |
| Table cloth (Black) (7' 8''W x 11'L) | |
| <i>Others:</i> | |
| | |
| | |

Users' failure to observe any misbehavior **up to TWO times** may lead to **cancellation of bookings and immediate suspension of future booking of any facilities** of the Chong Yuet Ming Amenities Centre and the Fong Shu Chuen Amenities Centre **for ONE month**. Misbehavior includes but is not limited to disruptive behavior, damage to facilities, failure to follow safety guidelines, and violation of facility policies.

General Guidelines For Using Furniture & Equipment

1. Bookable centre facilities are available free of charge to **Current HKU Students**. Bookings are on a first-come-first-served basis.
2. Bookings must be made at least 3 calendar days in advance and can be made up to 63 calendar days before the booking day. Submissions will receive a reply within 3 working days. A maximum duration for a booking period is 14 calendar days.
3. The duration of booking should include preparatory and aftermath work.
4. Only online applications are accepted; applicants are required to use the society departmental email address or the HKU email address of any executive committee members of the student society.
5. Applicants or current society executive committee members are required to present their student card for verification at the Centre General Office during the booking period.
6. Applicants or current society executive committee members are required to collect or return the reserved items at one time on the specified date/time that has been stated in the application form.
7. Applicants or current society executive committee members are advised to check the quantity and condition of the equipment at the time of collection. It is necessary to comply with the center staff's guidelines for appropriate storage and to verify the condition of the equipment with them when returning equipment.
8. Transfer of booking is prohibited.
9. Applicants may cancel any booking by sending a cancellation email to the respective Centre.
10. If user does not turn up after the grace period (**ONE DAY**) from the scheduled booking date/time, the reservation will be cancelled automatically.
11. Fines may be imposed if users fail to return the reserved items to the Centre General Office by the due date and times specified on the application forms.
12. The Person-in-charge is responsible for the well-being of all items for the duration of the booking period and the costs of repairs or replacement of the damaged or lost items.
13. 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.
14. 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.
15. The Centre reserves the right to cancel the booking when such need arises.
16. In case of any dispute, the Centre reserve the right to make the final decision.

Statement when collect the equipment:

I _____ (UID: _____) make sure the equipment borrowed is in good condition before leaving office. Contact number: _____ Collection date/time: _____

Student Society: _____ Date: _____
Signature of Applicant with chop

Remarks: Before submitting, please ensure that the application bears the society's e-stamp and e-signature of the applicant.

FOR OFFICE USE

Date of Approval: _____ Staff: _____

Loan Out Time: _____ Staff: _____
Date / Time

Return Time: _____ Staff: _____
Date / Time