

Email: cymac@hku.hk

Application for Equipment / Furniture 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:	From / to / Date Time Date Time					

Furniture / Equipment required	Qty	Charges per day / hour HK\$	Total No. of days/hours used	Amount HK\$
			Total amount: HK\$	

Signature of Applicant
with Department Chop: _____ Date: _____

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 Chong Yuet Ming Amenities Centre sundry income account no. 30005.000200000.000000.52400.100.01.

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 Equipment 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. A minimum of **TWO** hours is required for rental of all facilities.
3. There should be a minimum of **TWO** hours for each booking, and the duration of booking should include preparatory and aftermath work.
4. Fees paid for bookings are normally not refundable. The Rates of Charges may be altered by the University from time to time with or without prior notice.
5. Applicants or their representatives are required to bring or present the confirmed booking form at the Centre General Office to collect the reserved items.
6. Applicants or their representatives are advised to check the quantity and condition of the reserved items at the time of collection.
7. Fines may be imposed if users fail to return the reserved items to Centre General Office by the due date and time specified on the application forms.
8. The organizer is responsible for the well-being of all items that are on loan during the period and costs of repairs or replacement of the damaged or lost items.
9. 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.
10. 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.
11. The Centre management reserves the right to cancel the booking when such need arises.