

THE UNIVERSITY OF HONG KONG
Chong Yuet Ming Amenities Centre

Room 201, Pokfulam Road, Hong Kong

Tel: 2859 8006

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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:			
	(The equipment is only allowed to be used on the HKU campus.)		
Loan Period:	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.		

Furniture / Equipment required	Qty	Charges per day / hour (HK\$)	Total No. of Chargeable days/hours used (excluding Saturdays, Sundays, University and Public Holidays)	Amount HK\$
			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 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 / Furniture 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 non-refundable and non-transferable. 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.