Ref: _____

HONG KONG BAPTIST UNIVERSITY
Chaplain' s Office
Application for Venue Reservation

APPENDIX

Name of Organization/Department/Office: _____
(with official chop)

Person in Charge: _____ Staff / Student No: _____

Signature of Applicant: _____ Contact Telephone Number: _____

Venue: ☐ University Chapel ☐ Recreation Centre ☐ OEE604 ☐ OEE605

Page: _____/ _____

Date	Time	Purpose (Please in detail)

FOR CHAPLAIN' S OFFICE USE ONLY

Booking is approved / not approved

Remarks: _____

_____ _____
Signature of Chaplain' s Office Staff Date