

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

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

Person in Charge: _____ (Staff / Student No. _____)

Signature of Applicant: _____ Contact Telephone Number: _____

Mobile Phone/Pager Number: _____ E-mail: _____

Venue: Recreation Centre (maximum capacity: 70)

OEE604 (maximum capacity: 12)

OEE605 (maximum capacity: 16)

Number of participants: _____

Date*: _____ Time: _____

* Please use the Appendix for multiple booking

Appendix Attached

Booking of other audiovisual equipment (e.g. stand/table mic etc), please contact Information Technology Services Centre (ITSC) at Ext. 7246.

Purpose (Please in detail) : _____

Remarks: _____

 Signature of Dean/ Head of Office/ Dept/ Unit

 Date

FOR CHAPLAIN'S OFFICE USE ONLY

Booking is approved/not approved.

Remarks: _____

 Signature of Chaplain's Office Staff

 Date

Notes:

1. This form should be submitted to the Chaplain's Office **at least 1 week** prior to the date of booking.
2. For cancellation of the booking, the applicant should notify the Chaplain's Office as early as possible so that other users may be able to use the facility. Your cooperation is appreciated.
3. Application forms are available at the Chaplain's Office and can be downloaded from our website:
<http://www.chap.hkbu.edu.hk>
4. In case of any emergency during the ceremony regarding the facilities and the equipment, please contact Estates Office at Ext. 7980 or Information Technology Services Centre at Ext. 7246.
5. Please keep all exits clear.