

HONG KONG BAPTIST UNIVERSITY
Chaplain's Office
Application for University Chapel Reservation
(Non-UGC Funded Programs and Activities)

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

Person in Charge: _____ Staff / Student No: _____

Signature of Applicant: _____ Contact Telephone Number: _____

Mobile Phone/Pager No: _____ E-mail: _____

Number of participants: _____ (Maximum capacity: 250 seats)

Date*: _____ Appendix Attached Time: _____

* Please use the Appendix for multiple booking

Equipment requested: _____ Table(s) _____ Board(s)

Booking of other audiovisual equipment (e.g. stand/table mic etc), please contact Information Technology Services Centre (ITSC) at Ext. 7246. Booking of musical instrument (piano & Organ), please contact Music Department at Ext. 7096.

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.

| Rental fee (per hour) | | Total Charged hour(s) | | Discount (%) | | Total Rental Fee |
|-----------------------|---|-----------------------|---|--------------|---|------------------|
| \$1,300 | x | | x | | = | |

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.
3. The hirer shall be liable for the cost of repairing or replacement of the property in the Chapel which shall be damaged, destroyed, or stolen during the period of hire.
4. The hirer shall not, without the prior permission of the Chaplain's Office, permit anyone to move the furniture inside the Chapel.
5. 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.
6. Food and drinks are prohibited in the University Chapel.
7. Please keep all exits clear.
8. The offering of items for purchase in the University Chapel is strictly prohibited.
9. Please put the approved application form into the plastic rack provided outside the main entrance of the University Chapel before using it.