

Application for University Chapel

(UGC Funded Programs and Activities)

| Applicant's Details | | | |
|-----------------------------------|--|----------------------|--|
| Department/ Office/ Organization: | | (With official chop) | |
| Person in Charge: | | Staff/ Student No: | |
| Signature of Applicant: | | Contact Number: | |
| Email: | | | |

| Booking Details | | |
|---|--|--|
| Date*: | | *Please use Appendix for multiple booking |
| Time: | | <input type="checkbox"/> Appendix attached |
| Purpose: | | |
| No. of participants: | (maximum capacity: 250 seats) | |
| Equipment Requested: | <input type="checkbox"/> Table x ____ (max. 4) | <input type="checkbox"/> Piano |
| | <input type="checkbox"/> Board x ____ (max. 2) | <input type="checkbox"/> Organ |
| Booking of audiovisual equipment e.g. stand/table mic etc., please contact Information Technology Office (ITO) for assistance. For venue set up, please contact Estate Office (EO) for assistance. | | |

Remarks:

- The form should be submitted to the Chaplain's Office at least 1 week prior to the booking date.
- Please notify the Chaplain's Office as early as possible if there is any cancelation of booking.
- Food and drinks, any offering of items for purchase are prohibited in the University Chapel.
- The hirer shall be liable for the cost of repair or replacement of property in the Chapel which shall be damaged, destroyed or stolen during the rental period.
- The hirer shall not, without prior permission, permit anyone to move the furniture inside the Chapel.
- Please keep all exits clear.
- In case of any emergency during the event regarding facilities and equipment, please contact Estates Office at Ext. 5688 or Information Technology Office at Ext. 7246.

Signature of Dean/Head of Office/ Dept./ Unit
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Date

FOR CHAPLAIN'S OFFICE USE ONLY

Booking is Approved / NOT approved

Remarks: _____

Signature of Chaplain's Office

Date