

香港中文大學學生事務處  
OFFICE OF STUDENT AFFAIRS, THE CHINESE UNIVERSITY OF HONG KONG  
龐萬倫學生中心禮堂團體特別借用申請表  
**SPECIAL GROUP BOOKING APPLICATION FORM FOR**  
**THE MULTI-PURPOSE HALL AT POMMERENKE STUDENT CENTRE**

(填寫表格前，請先查閱禮堂團體特別借用規則及禮堂使用規則)  
(Please read the group special booking regulations and the user guidelines of the Multi-purpose Hall before completing this form)

**基本資料 Basic Information**

團體名稱： Name of Organization:	
團體簡介： Introduction of the Organization:	

**活動資料 Activity Information**

活動名稱： Activity Name:					
參加人數： No. of Participants:					
擴音系統或音響器材使用： Usage of P.A. System or sound system:	會 / 否 Yes / No				
節目表： Programme Rundown:	<table><tr><td>時間 Time</td><td>節目 Programme</td></tr><tr><td colspan="2" style="height: 200px;"></td></tr></table>	時間 Time	節目 Programme		
時間 Time	節目 Programme				
合辦團體簡介 (如有)： Introduction of co-organizer (if any):					

活動補充資料： (如活動歷史、選擇場地的原因、活動的特色、活動流程等等) <b>Supplementary Information:</b> (such as the activity history, reasons of the venue selection, the activity characteristics, the logistics of the activity, etc.)	
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### 借用資料 Booking Information

日期（年/月/日）：		時間：	由：	至：
Date (Year/Month/Day):		Time:	From:	To:

### 申請人資料 Applicant Information

會長/主席姓名(請以正楷書寫)： Name of Head/Chairman (In Block Letters):			
團體職位： Position held in the organization:			
「中大通」號碼： No. of CU Link Card:			
電話號碼： Telephone No.:		於此蓋會章 For Official Chop Here	
電郵地址： Email address:			
簽署： Signature:			
申請日期： Application Date:			

本人已詳細閱讀設施使用規則，並願意承諾遵守。

I have read, understand and agree to follow the regulations.

會長/主席簽署

Signature

申請日期

Date of Application

(由學生事務處填寫 To be completed by Office of Student Affairs)

批准者 Approved by		日期 Date	
備註 Remarks			

### 禮堂借用票據 Booking Confirmation Slip of Multi-purpose Hall

借用日期 Date reserve		借用時間 Time reserved	
團體名稱 Name of Organization			
活動名稱 Name of Activity			
批准者 Approved by		日期 Date	

(請於預約時間開始前 15 分鐘攜此借用票據至龐萬倫學生中心一樓學生事務處服務台登記)

(Please present this slip at the OSA Service Counter at the 1/F of the Pommerenke Student Centre for registration not later than 15 min of the booking)

**Special Group Booking Regulations of the Multi-purpose Hall at Pommerenke Student Centre**

1. 禮堂可供借用的時間為星期三及星期五晚上八時三十分至晚上十時三十分。  
The Multi-purpose Hall is available for group booking on Wednesdays and Fridays from 8:30 pm to 10:30 pm.
2. 禮堂只供香港中文大學學生團體及教職員團體借用。所有進入禮堂的人士必須持有效「中大通」。  
The booking of the Multi-purpose Hall is restricted to student associations and staff associations of the Chinese University of Hong Kong only. All users must present valid CU Link Card.
3. 借用團體在一星期內(星期日至星期六)，最多可借用禮堂一個時段(最長為連續兩小時)。  
Each user group could reserve the Multi-purpose Hall for ONE session only, which lasts for a maximum of two consecutive hours, within a week (Sunday to Saturday).
4. 一個借用時段(最長為連續兩小時)只接受一個團體申請。名額以先到先得方式分配。  
A maximum of ONE application could be accepted for each session, which lasts for a maximum of two consecutive hours. Allocation will be on a first-come-first-served basis.
5. 借用表格必須由團體會長或主席簽署並蓋上會章。表格填妥後須交回龐萬倫學生中心一樓學生事務處服務台。其他預借方式概不接受。  
Bookings must be made by submitting a duly completed application form which should be signed by the Head/Chairman or official bearer and be borne with the chop of the organization. The form must be submitted to the **Office of Student Affairs' Service Counter at 1/F Pommerenke Student Centre**. Other booking means will not be accepted.
6. 借用表格必須於擬借用的日期前不少於兩星期遞交。  
Applications must be made at least 2 weeks in advance.
7. 團體不得把場地轉借。  
Transferral of reservation is not allowed.
8. 借用團體如欲取消申請，須於預約日期前不少於 24 小時親身到學生事務處服務台交回借用票據。其他取消申請的通知方式，概不接受。如未有使用禮堂，亦未有辦理取消手續，有關團體的借用權利將暫時中止，恢復日期由學生事務處按情另行通知。  
If a reservation is no longer required, users have to give notice at least 24 hours before the booking starting time by returning the booking slip to the OSA Service Counter in person. Cancellation notice in other means will not be accepted. Failure to do so is subject to suspension of reservation until further notice by the Office of Student Affairs.
9. 如欲借用禮堂舉辦特殊活動，如大型活動、比賽等，必須於活動舉行前不少於 4 星期遞交活動資料及申請表格。學生事務處將決定是否接受申請。  
Application for organization of special functions such as large events and tournaments must be made at least 4 weeks in advance, detailed information must be submitted together with the application form. Approval is subject to the decision of Office of Student Affairs.
10. 借用團體如欲使用禮堂內之設施(包括羽毛球網、乒乓球桌等)，必須於借用申請表內註明。借用團體須按當值職員指示自行負責安裝及拆除該等設施。  
Users who wish to use the equipment of the Multi-purpose Hall (including badminton net, table-tennis table, etc.), must state their request in the booking application form. Users are responsible for the set-up and clearance of equipment under the supervision of staff of the OSA Service Counter.
11. 如無學生事務處的批准，不得於禮堂內使用任何擴音系統或音響器材。擬於禮堂使用任何擴音系統或音響器材的團體必須於借用申請表內註明。舉辦活動的聲浪必須以不影響鄰近的人士為準。如本處接獲任何有關噪音投訴，活動須立即停止。  
P.A. System or sound systems are not allowed in the Multi-purpose Hall without prior approval from the Office of Student Affairs. Groups intending to use P.A. System or sound systems must state the request

in the booking application form. The noise level in the Multi-purpose Hall must be properly controlled as not to create disturbance or annoyance to people nearby. If any noise complaints are received, the activity/function must be stopped immediately.

12. 於禮堂舉辦的活動最多可供三百人參加，若有違者，學生事務處服務台職員有權終止借用團體使用設施。  
The Multi-purpose Hall can be used by a group of no more than 300 participants. Staff of the OSA Service Counter reserves the right to debar users from using the facility for non-compliance with the stated regulation.
13. 借用團體必須於預約時間開始前 15 分鐘至預約時間開始後 15 分鐘，到學生事務處服務台出示借用票據及以「中大通」登記。如借用人士未能於指定時間內作登記，學生事務處服務台有權讓其他人士使用禮堂。原有的借用團體將不能於原定時段使用禮堂。  
All user groups must present their approved booking slip and CU Link Card when they report at the OSA Service Counter upon arrival. Users have to do so within 15 minutes before and 15 minutes after the booking starting time. If the user fail to show up for registration 15 minutes after the start of the booking period, the OSA Service Counter will release the Multi-purpose Hall for other users. The original user group cannot reclaim the use.
14. 借用團體不可於禮堂私自開辦課程。擬於禮堂舉辦課程的團體，須於活動舉行最少四星期前向學生事務處申請。  
Users must not conduct teaching class in the Multi-purpose Hall without the permission of Office of Student Affairs. Groups intending to organize courses should submit applications to Office of Student Affairs at least 4 weeks in advance.
15. 如學生事務處認為禮堂不宜使用，有權將之關閉，毋須事前通知；關閉期間的所有預借將被取消。  
Office of Student Affairs reserves the right to close the Multi-purpose Hall without prior notice when, in its opinion, it is not suitable for use. All reservations within the closing period will be cancelled.
16. 若遇上大學有重要活動擬在同一時間地點舉行，借用團體須讓出房間。  
User is required to release the reservation if the University or the Chinese University Student Union subsequently plans to hold an important event at the same time and in the same place.

## 注意事項 Notes

1. 所有使用者必須嚴格遵守本借用規則、禮堂使用規則及龐萬倫學生中心的其他規則。若有違反，學生事務處有權停止其使用權利。  
All users must abide by the special booking regulations, the rules and regulations set out for the Multi-purpose Hall as well as other policies set for the Pommerenke Student Centre. Office of Student Affairs reserves the right to debar users who fail to observe the aforesaid regulations from booking and using the venue for up to six months.
2. 因康體活動引致的意外或損傷，學生事務處概不負責。  
Office of Student Affairs accepts no liability for accidents or injuries incurred during participation in recreational activities in the Multi-purpose Hall.
3. 學生事務處有權於任何時間對本規則作出修改。  
Office of Student Affairs reserves the right to amend the terms and conditions of these guidelines.
4. 倘中文版本與英文翻譯本有任何歧異或不一致，概以中文版本為準。  
The Chinese version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.