



香港中文大學  
聯合書院  
UNITED COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG

## 學生活動場地及器材借用申請條款及細則

### Guideline for Student Activity Venue and Equipment

聯合書院已註冊學生團體可借用書院場地或器材，借用前請仔細閱讀以下條款：

Registered student societies of United College can book venue or borrow equipment from the College. Please read carefully the following terms before you fill out the form:

#### 借用資格 Eligibility

- 申請團體必須為聯合書院或聯合書院學生會轄下的學生團體。

The student society which places booking must be affiliated to the United College / UC Student Union.

#### 借用手續 Procedures

- 借用場地及器材必須在借用日期七個工作天前辦理手續，請同學盡早遞交相關申請。  
All bookings of venue(s) and equipment must be done 7 working days prior to the lease date. Please submit your application as early as possible.

- 負責人填寫本表格後，系統將自動發出電郵，將已遞交資料寄送至閣下提供之電郵地址。

After successful submission of this e-form, the person-in-charge will receive an acknowledgement email generated by the system.

- 書院將於五個工作天內電郵/電話通知閣下申請是否獲批。

The person in charge will be notified by phone or email within 5 working days whether the application is approved or not.

#### 條款及細則 Terms and Conditions

- 借用的場地或器材不得轉借予其他團體，如經發現，相關團體將被褫奪最少一個學期的借用資格。

This venue or equipment booking is not transferrable to a third party. If any society transferred the venue or equipment borrowed to a third party, the societies concerned will not be eligible to any other booking for at least one semester.



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- 如欲取消已借用之場地及器材，必須盡快通知書院學生輔導處。  
To cancel the confirmed booking, the society concerned must inform the College Dean of Students' Office as soon as possible.
- 申請團體若有違反本表格所列的注意事項，書院有權即時停止其借用場地及器材的權利，直至另行通告為止。  
For violation of rules listed on this form, the College could cease the right of the booking society to use the venue or equipment until further notice.
- 如本規則有未盡善處，書院有權作出修改。  
The College reserves the right to amend the rules where deem appropriate.

## 借用場地 Venue Booking

### 注意事項 Points to note

- 所有借用的場地嚴禁進行對他人、環境構成危險或非法之活動，如燃放炮竹及水戰等。  
No harmful, dangerous or illegal activities are allowed to take place in the venues, e.g. fireworks and water war.
- 如使用場地時曾搬動傢俱，需於用後放回原處，並在離去前清理場地。  
All furniture inside the venue must be cleaned and restored to its original setting after use.
- 場地內所有設備均屬大學或書院財產，如有損壞或遺失，借用團體須負賠償之責。  
All equipment and furniture inside the classroom are properties of the University or the College, users are subject to penalty for damages caused or loss.
- 除特別活動除外，每申請單位於同一期間最多只可借用兩個場地。  
An applicant can borrow at most 2 venues in the same time period, with exception for special functions.
- 如場地活動涉及飲食，申請單位必須同時透過書院向大學物業管理處租用大型垃圾箱。  
If the event involves catering/selling of food, the applicant must also rent large garbage bins through the College from the University's Estates Management Office.
- 如欲取消已借用之場地，必須儘快通知書院學生輔導處。  
To cancel the reservation, the society concerned must inform the College Dean of Students' Office as soon as possible.
- 團體借用之場地，若遇上大學、書院或學生會有重要活動在同一時間地點舉行，原則上團體有義務讓出地方，書院得有權按情處理。  
For bookings that clashed with key functions of the University, College or College Student Union, the society should release the venue in principle, subject to College's discretion.



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## 借用器材 Equipment Rental

- 除特許書院活動外，所有器材借用不可多於三天，星期六日及公眾假期也需計算在內。  
All equipment cannot be borrowed for more than 3 days. Saturdays, Sundays and public holidays are also counted, except for specially approved college activities.

- 借出器材只可在書院範圍內使用，若擬在其他地方使用，需先徵得學生輔導處同意。  
The equipment borrowed must be used within College campus. If the applicant would like to use the equipment outside campus, prior approval from the Dean of Students' Office is mandatory.

- 申請人必須親身到書院學生輔導處出示有效的學生證提取器材。如申請人無法親身領取器材，須預先通知書院有關授權代領安排。(請電郵至 [jasonliu@cuhk.edu.hk](mailto:jasonliu@cuhk.edu.hk)，註明代領人英文全名及學生編號)

Applicant must come to Dean of Students' Office in-person and present CUlink upon equipment collection. If the applicant is unable to come in person, an authorization letter must be sent to [jasonliu@cuhk.edu.hk](mailto:jasonliu@cuhk.edu.hk) prior to the collection. (Please indicate English full name & student ID no. of the authorized person)

- 借用器材單位須自行負責搬運，並小心使用及妥為保管。如有損壞或遺失，須按情況作出賠償。

Please take good care of the equipment during transportation and usage. In case of damage, the society concerned is liable for compensation or penalty.

- 借用器材時應檢查器材是否操作正常，事後如有損壞或遺失，由該借用團體負責。  
Check the equipment and report damage before use. The society concerned is subject to penalty or fine if the equipment is found damaged after use.

- 申請團體如欲借用摺合式活動舞台，需於遞交申請時繳付按金港幣一千元。依時歸還器材後，須於一個月內到學生輔導處申請取回按金，否則視作放棄按金。如團體未能依時歸還器材，書院有權沒收按金及向團體作出適當的處分。

If an organization wishes to borrow the foldable stage, a deposit of HK\$1,000 must be paid at the time of application submission. Upon timely return of the equipment, the deposit must be claimed from the Dean of Students' Office within one month; otherwise, it will be forfeited. If the organization fails to return the equipment on time, the College reserves the right to confiscate the deposit and impose appropriate penalties on the organization.

2025 年 6 月 1 日

1 June 2025