

**香港中文大學聯合書院**  
**學生活動場地及物品借用申請表**

**(一) 學生團體及活動資料：**

團體名稱：	活動名稱：
負責人姓名：	活動地點：
學號及電郵地址：	參加人數：
聯絡電話：	若有校外人士參加，請註明身份或背景：
團體蓋印：	中大學生事務處/書院輔導處蓋印
	聯合書院學生會註冊團體不須填寫

**(二) 借用場地 (請在適當之  內加  號)**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> 湯石     | <input type="checkbox"/> 思源廣場   |
| <input type="checkbox"/> 曾石 #   | <input type="checkbox"/> 胡曾石梯 # |
| <input type="checkbox"/> C1天井 # | <input type="checkbox"/> 校園射燈 * |

借用時間由星期一至五，由上午九時至下午十時；星期六由上午九時至下午五時；星期日及公眾假期不予外借  
# 於學期授課時間不借予團體使用  
\* 時段：**5:30PM – 11:00PM**

借用日期：\_\_\_\_\_

借用時間：\_\_\_\_\_

**(三) 借用物品 (請參閱背頁器材清單)**

器材編號	器材名稱	借用數量	器材編號	器材名稱	借用數量	器材編號	器材名稱	借用數量
SE4	手提擴音器 (TOA-620C)		SE31	喇叭連腳架 (Mackie SRM350V2)		SE23	高台(9 個) 96" W x 48" D x 30" H	
SE5	手提擴音器 (Sanha SH-361A)		SE15	銀幕 (6 呎 x 6 呎)		SE24	高台紅色裙腳 (1幅)	
SE29	手提擴音器 (Sanha JLH2002)		SE16	無線電對講機 (8 部)		SE34	手提擴音器 (Aoumeisheng 006-A)	
SE33	手提擴音器 (NRS- DS2010UV)		SE17	腳架 (1 枝)		SE38	喇叭連腳架 (Mackie Thump12A 2套)	
SE7	有線咪 (5 枝)		CE25	投影機 (3M X55)		SE31	無線咪接收器連混音器	
SE8	座地高咪座 (5 枝)		SE37	投影機 (BenQ MS524)				
SE9	座檯咪座 (2 個)		SE25	高台梯級 (2 個)				
SE10	手提大聲公 (2個)		SE26	藍色膠椅 (30 張)				

借用日期：\_\_\_\_\_ (星期 ) 時間：\_\_\_\_\_ \*

歸還日期：\_\_\_\_\_ (星期 ) 時間：\_\_\_\_\_ \*

\*借還手續請於星期一至五上午九時半至下午五時辦理。

本人(等)在此聲明： 本人(等)已清楚瞭解及願遵守借用場地及物品規則。

申請人簽署：\_\_\_\_\_ 申請日期：\_\_\_\_\_

註：本申請須得本處蓋印批准，方為有效。批核內容將會以電郵通知申請人，提取物品時，請攜同學生證。

**以下由輔導處填寫：**

1.  批准  不批准，備註：\_\_\_\_\_

輔導處負責人簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

2. 領取物品者之姓名：\_\_\_\_\_ 學號：\_\_\_\_\_ ( \_\_\_\_\_ 系 \_\_\_\_\_ 級)

領取物品者簽署：\_\_\_\_\_ 聯絡方法：\_\_\_\_\_ 日期：\_\_\_\_\_

輔導處職員簽署：\_\_\_\_\_

3. 點收歸還物品之職員簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

4. 歸還物品之同學簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

備註：閣下提供的個人資料僅供此項申請使用，申請程序完成後資料將會毀滅。

**United College, The Chinese University of Hong Kong**  
**Booking Form for Student Activity Venue and Equipment**

**A. Student Organization and Activity Information:**

Name of Organization :	Purpose :
Person in Charge :	Venue :
Student ID and Email :	No. of Participants :
Phone No. :	<i>Please specify if outsiders will attend the activity</i>
Organization Chop :	Chop of OSA/College DSO Office
	<i>Not applicable for organizations registered under the College Student Union</i>

**B. Venue (Please put a "✓" in the appropriate box(es):**

- |   |   |
|---|---|
| <input type="checkbox"/> Open Area in front of Cheung Chuk Shan Amenities Building    | <input type="checkbox"/> Si Yuan Amphitheatre |
| <input type="checkbox"/> Open Area at Tsang Shiu Tim Building #                       | <input type="checkbox"/> UCC1 Atrium #        |
| <input type="checkbox"/> Grand Steps (staircases between TST Building and UC Library) | <input type="checkbox"/> Campus Spotlight *   |

*The Booking time covers from 9:00am to 11:00pm on weekdays; 9:00am to 5:00pm on Saturday. No booking on Sundays and public holidays.*

# No booking will be allowed during term time class hours

\*Time period: 5:30PM – 11:00PM

Date of use : \_\_\_\_\_

Time : \_\_\_\_\_

**C. Equipment to be borrowed:**

Code	Equipment Description	Qty.	Code	Equipment Description	Qty.	Code	Equipment Description	Qty.
SE4	Portable Amplifier (TOA-620C)		SE31	Mackie Speaker w/ stands (SRM350V2)		SE23	Stages (9 pc.) 96" W x 48" D x 30" H	
SE5	Portable Amplifier (Sanha SH-361A)		SE15	Screen (6 ft. x 6 ft.)		SE24	Stage red curtain dressing (1 pc.)	
SE29	Portable Amplifier (Sanha JH2002)		SE16	Walkie Talkie (8 no.)		SE34	Portable Amplifier (Aoumeisheng 006-A)	
SE33	Portable Amplifier (NRS- DS2010UV)		SE17	Tripod (1 no.)		SE38	Mackie Speaker w/ stands (Thump12A 2 no.)	
SE7	Wired mic (5 no.)		CE25	Projector (3M X55)		SE31A	Mixer & Wireless microphone receiver	
SE8	Floor mic. stand (5 no.)		SE37	Projector (BenQ MS524)				
SE9	Table mic. stand (2 no.)		SE25	Stage stairs (2 pc.)				
SE10	Loud Speaker (2 no.)		SE26	Blue Plastic chairs (30 no.)				

Pick up Date : \_\_\_\_\_

Time : \_\_\_\_\_ Mon to Fri (9:30 am – 5:00 pm)

Return Date : \_\_\_\_\_

Time : \_\_\_\_\_ Mon to Fri (9:30 am – 5:00 pm)

I / We understand and will observe the borrowing regulations.

Signature : \_\_\_\_\_

Submission Date : \_\_\_\_\_

**Note:**

Confirmation will be sent via email. Please bring along student ID card when collecting the equipment. The form is valid only with DSO chop.

**To be filled by College DSO :**

A.  Endorse  Not endorse Remarks : \_\_\_\_\_

Signature of staff: \_\_\_\_\_ Date: \_\_\_\_\_

B. Collector's Name: \_\_\_\_\_ SID No. \_\_\_\_\_ (\_\_\_\_\_ Dept/\_\_\_\_\_ Yr)

Signature of student: \_\_\_\_\_ Phone No. \_\_\_\_\_ Date: \_\_\_\_\_

Signature of staff: \_\_\_\_\_

C. Return of equipment:

Signature of staff: \_\_\_\_\_ Date: \_\_\_\_\_

D. Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

N.B. The personal information supplied above will only be used for processing the application, when the procedures are completed, the form will be destroyed.