

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>
Affiliated Student Organization Chop :	Chop of OSA/Faculty/Department Office/College Office
	<i>For non-UC affiliated student organizations only</i>

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

- | | |
|---|---|
| <input type="checkbox"/> (1) Open Area in front of Cheung Chuk Shan Amenities Building | <input type="checkbox"/> (2) Si Yuan Amphitheatre |
| <input type="checkbox"/> (3) Open Area at Tsang Shiu Tim Building | <input type="checkbox"/> (4) UCC C1 Atrium |
| <input type="checkbox"/> (5) Grand Steps (staircases between TST Building and UC Library) | <input type="checkbox"/> (6) Campus Spotlight |
| <input type="checkbox"/> (7) Student Common Room | <input type="checkbox"/> (8) Big Mirror Room |



Date of use : _____ Time : _____

- For item (1)-(5), booking time covers from 9:00AM to 10:00PM on weekdays; 9:00AM to 5:00PM on Saturday. No booking on Sundays and public holidays.
- For item(3)-(5), No booking will be allowed during term time class hours.
- For item (6), campus spotlight will be opened from 5:30PM to 10:00PM.
- For item (7) & (8), booking time covers from 6:30pm to 10:00pm on weekdays; 9:00am to 5:00pm on Saturday.

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 JLH2002)		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)		SU1	Long Table (10 pcs) 180cm x 75cm	
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. Collector's Name: _____ SID No. _____ (_____ Dept./_____ Yr.)

Signature of student: _____ Phone No. _____ Date: _____

Signature of staff: _____

B. Return of equipment:

Signature of staff: _____ Date: _____

C. 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.

United College DSO Equipment List for Student Activities

Code	Item	Qty.	Remark
SE4	Portable Amplifier (TOA-620C)	1	With power cable X1, Wired Microphone port X2
SE5	Portable Amplifier (Sanha SH-361A)	1	With power cable X1, Wired Microphone port X3
SE29	Portable Amplifier (JLH2002)	1	With power cable X1, Wired Microphone port X1
SE31	Speaker w/ stands (Mackie SRM350V2)	1	With power cable X1,
SE33	Portable Amplifier (NRS-DS2010UV)	1	With power cable X1, Wired Microphone port X2
SE34	Portable Amplifier (Aoumeisheng 006-A)	1	With power cable X1, Wired Microphone port X2
SE38	Mackie Speaker w/ stands (Mackie Thump12A)	2	With power cable X1/set (can be used separately), only for large scale College activity use^
SE31A	Mixer & Wireless microphone receiver (ALLEN & HEATH ZED 10FX)	1	With Wireless microphone X2, only for large scale College activity use^
SE7	Wired mic.	5	
SE8	Floor Mic stand	5	
SE9	Table mic. stand	2	
SE10	Loud speaker	2	Type C battery X6 (not included)
SE15	Screen (6 ft. x 6 ft.)	1	
SE16	Walkie Talkie	8	2A batteries X3 (not included), only for large scale College activity use^
SE17	Tripod	1	
CE25	3M X55 Projector	1	With power cable X1, 1 computer VGA cable
SE37	Projector (BenQ MS524)	1	With power cable X1, 1 computer VGA cable
SE23	Stage 96"(w) x 48"(D) x30"(H)	9	
SE24	Stage red dressing	1	For use with SE23
SE25	Stage stair case	2	
SE26	Blue Plastic chairs	30	

^E.g. Orientation Camp, College Anniversary, Singing concert, UC Bun, Athletic meet and Swimming Gala.

Guidelines for Student Activity Venue and Equipment Booking

A. **Eligibility**

1. Applicant must be student organizations affiliated with the University/United College/Other Colleges.

B. **Rules and Regulations**

1. No harmful, dangerous or illegal activities are allowed to take place in the venues, e.g. firework and water war.
2. All equipment cannot be borrowed for more than 3 days, except for specially approved college activities.
3. All furniture inside the venue must be cleaned and restored to its original setting after use.
4. 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.
5. An applicant can borrow at most 2 venues in the same time period, with exception for special functions.
6. To cancel the reservation, borrowing party must inform the College Dean of Students' Office as soon as possible.
7. For bookings that clashed with key functions of the University, College or College Student Union, the borrowing party should release the venue in principle, subject to College's discretion.
8. Users are required to observe the regulations related to public health announced by the Government or the University, e.g. number of participants, check body temperature, keep social distance and wear face masks.
9. The borrowed equipment can only be used on College campus, if applicant would like to use the equipment outside campus, prior approval from the Dean of Students' Office is mandatory.
10. Student identity card should be presented for collecting the equipment.
11. Borrower should take good care of the equipment during transportation and usage. In case of damage, the borrower is liable for compensation or penalty.
12. The borrowed venues and equipment should only be used by the booking party.
13. Unless for special arrangements, no rental or deposit will be charged for student activity venue or equipment bookings.

C. **Booking Procedures**

1. Please fill in the booking form and submit to the College Dean of Students' Office for processing. A chop of either OSA/Faculty or Department Office/College is required for verifying that the booking party is a CUHK/College affiliated student organization.
2. All bookings of venue(s) and equipment should be done in 7 working days prior to the function.

D. **Important Notes**

1. For needs in storing properties in campus outdoor venues, the student organization must get prior approval from the Dean of Students' Office. The College staff will clear and throw away all properties that not gone through the proper procedures, and reserve the right for claiming the related student organization.
2. For using the AV equipment user should check the equipment prior to use and report for damage. User will be subject to penalty for damage if equipment is found damaged after use.
3. For violation of rules, the College can take away the borrowing right of the booking party until further notice.
4. The College reserves the right to amend the rules where deem appropriate.

Guidelines of Reservation of Venues for Student Activities during COVID-19

Booking Time:

Mon – Fri: 0630pm – 1000pm

Sat: 0900am – 0500pm

Sun and Public Holiday: Not available

Details are shown as follows:

1. Student organization must submit an application seven working days before the activity, specify the nature and content of the event, the number of attendees, and **PROPERLY KEEP** relevant information including the name of the organizers and participants, student ID or ID number, contact number, etc. ,for contingency needs.
2. The event organizer must observe and implement all anti-virus measures, including but not limited to:
 - i. All participants must wear masks
 - ii. Check body temperature before entering the venue. Those with a forehead temperature exceeding 37 degrees Celsius or those with respiratory symptoms are not allowed to enter.
 - iii. Collect travel and health declarations of all participants
 - iv. Everyone who enters the venue must disinfect their hands with alcohol-based hand sanitizers
 - v. Maintain a social distance of at least 1.5 meters
 - vi. No eating or drinking
3. The maximum number of people for each activity is 100, including indoor and outdoor venues, and the maximum number of people will be determined according to the size of the venue:
Outdoor Venue – 100
Student Common Room, CCS Amenities Bldg* – 50
Mirror Room, CCS Amenities Bldg^ – 25
4. If suspected or confirmed infection was found during or after the event, please inform the college immediately.
5. The College will not help borrow venues managed by other departments/units in CUHK.
6. In response to the development of the COVID-19, the update of the government and the university's anti- virus measures, the College reserves the right to cancel and change the use of the venue as well as the arrangements.

For inquiries, please contact Ms. Jade Au (3943 7562) or Mr. Derek YIP (3943 1844) of Dean of Students' Office.

November 2021

*General Activity: 1 day per month; Executive members' recruitment briefing of student organization: 3 days per month

^ 2 days per month