

City University of Hong Kong

Application for Video-Shooting / Photo-Taking / Interviewing at the Student Residence

Important Notes :

1. Please read the regulations and guidelines at the back of this form carefully before completing the form. (* Tick as appropriate)
2. Applicants should complete the application form with necessary details. Applicants are required to seek approval from Student Residence Office (SRO) 3 working days before the date of video-shooting / photo-taking / interviewing for processing.

Section I (to be completed by Applicant)

1. Name of Applicant : _____ Department : _____ Hall : _____ Room : _____
Alumni : _____ Hall alumni University alumni
2. Tel. / Mobile Phone No. : _____ Email A/C : _____
3. Date / Period of Booking : _____ Time : _____
4. Title of Activity : Video-Shooting
 Photo-Taking
 Interviewing (Please provide a sample questionnaire)
 Others (Please specify) _____
5. Purpose & Usage of the Activity : _____
6. Venue :
Hall : _____ Communal Area(s) : _____
7. Participant(s) :
Estimated Number of Participant(s) : _____

Name of Participant(s) :	Student/Staff ID/Other Identity No. :	Hall / Room :
_____	_____	_____
_____	_____	_____
_____	_____	_____
8. I hereby apply for using the area as indicated above. I have read and agreed to observe the Regulations on Video-Shooting / Photo-Taking / Interviewing overleaf. I understand that if we fail to comply with the regulations, the Student Residence Office reserves the right to remove the materials related and/or stop the activity.

Signature : _____ Date : _____

Section II (to be completed by SRO)

The application is : approved not approved

Remarks to Applicant :

- Once the application is approved, the applicant should present the Student / Staff ID / Other Identity Card to the 24-hours Security Office for verification. A permit will be provided to a representative or the leader of the group (e.g. cameraman) for identification.

Approved by (Signature) : _____ Date : _____

c.c. Security Office Security (Hall _____) Others : _____

Regulations & Guidelines on Video-Shooting / Photo-Taking / Interviewing

1. The Student Residence is used primarily for living and learning purposes for the students of the City University of Hong Kong. All requests for video-shooting / photo-taking / interviewing should be submitted for approval before-hand.
2. Applicants should complete the application form with the necessary details. Applicants are required to seek approval from Student Residence Office (SRO) 3 working days before the date of video-shooting / photo-taking / interviewing for processing.
3. Non-CityU applicants (including outside organizations) should make requests through the Communications & Public Relations Office for approval.
4. Having considered the needs of students, safety concerns, and any disturbance/inconvenience that might be created, applicants should observe these regulations and guidelines while carrying out video-shooting / photo-taking / interviewing activities.
5. Video-shooting and photo-taking should not be targeted directly at students, staff members and users of the Student Residence without their consent.
6. To prevent disturbance to users, students should try to carry out the video-shooting / photo-taking / interviewing in open areas of the Student Residence. No video-shooting or photo-taking is allowed in the toilets, changing rooms, lift cars, roof top and carpark.
7. The activities should not harm, or bring into disrepute, the University's reputation or good standing.
8. The activities to be carried out should be appropriate to the venue and should not pose any potential hazard to the residence community. Users should ensure that the activities are conducted safely and appropriately without creating disturbance, unease or noise nuisance to others.
9. SRO reserves the right to remove and dispose of any materials or stop any activities that do not comply with the above-mentioned regulations without notice.
10. Applicants and users should follow the directions & instructions given on-site by SRO's authorized persons.
11. Applicants and users shall not, without the prior written approval of SRO, erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.
12. Users should leave the venue in a clear, hygienic and tidy condition.
13. The use of the video-shooting / photo-taking / interviewing is for non-commercial purposes and the SRO reserves the right to keep a copy for reference.
14. Applicants are responsible for the behaviours of their group members who also take part in the event.
15. Approval for applications will be at the absolute discretion of SRO.