

Application for Use of Multi-media Conference Room

(Capacity : 60 Seats)

| Section I | Particulars of Applicant |
|-----------|--------------------------|
|-----------|--------------------------|

Name of Applicant : _____ Post Held : _____

Name of Department : _____

Tel : _____ Fax : _____ E-mail : _____

| Section II | Details of Function |
|------------|---------------------|
|------------|---------------------|

1. Date(s) and Time Slot Required : _____
(Time required for setting up and restoration of the venue should be included.)

9:00 a.m. – 12:30 p.m.
 1:30 p.m. – 5:00 p.m.
 6:30 p.m. – 10:00 p.m.

2. Title of Function : _____

3. Purpose of Function : _____

4. Estimated number of participants : _____

5. Source of Funding : Self-financing activities UGC-funded activities

6. Technical support is / is not * required. (Provision of technical attendance is subject to availability of manpower, user are expected to use the facilities on self-service basis.)

7. Simultaneous Interpretation Facilities required. Yes No

8. Conferencing system needed? Yes No
Extra charges will be imposed for ISDN connection for the video conferencing system. Users have to pay the fees as quoted by the telephone company.

9. Charge for activity incurred in Section V for the above function is to be met by the following account :

- - - -

10. Application for exemption from venue/equipment charge

Waiver Justification :

- | | |
|---|--|
| <input type="checkbox"/> The Council and its Committee | <input type="checkbox"/> The Senate |
| <input type="checkbox"/> The Management Board | <input type="checkbox"/> The College Board |
| <input type="checkbox"/> The Board of Graduate Studies | <input type="checkbox"/> Campus Steering Group |
| <input type="checkbox"/> Visits by UGC and other official bodies | |
| <input type="checkbox"/> Advisory Committee for Graduate Employment | |
| <input type="checkbox"/> Board of Directors Meeting of CityU Professional Services Ltd. | |
| <input type="checkbox"/> Board of Directors Meeting of CityU Enterprises Ltd. | |
| <input type="checkbox"/> Others (please specify) _____ | |

Signature (P / PRVT / VP() / Line Manager *)
Date

(Please note that this waiver is only applicable for Venue / Equipment Charges and not applicable for fee of technical support.)

Section III Undertaking

I hereby apply for using the Multi-media Conference Room and agreed to observe the Regulations on Use of Multi-media Conference Room overleaf. I understand that if we fail to comply with the regulations, the University will have the right to remove the materials and/or stop the activity.

| | | | |
|---|--|---|------|
| Signature | Date | Endorsed by HoD (with Department's Chop) | Date |
| <input type="checkbox"/> Please tick as appropriate | <input type="checkbox"/> * Delete as appropriate | | |

Section IV Confirmation of Booking (to be completed by FMO)

The application is confirmed / is not confirmed.

Signature: _____ Date: _____

Remarks to applicant : _____

Section V Settlement of charges (to be completed by FMO and copied to FO)

To : _____ Department (Attn : _____)

Charges for Activities (HK\$)

| | |
|---------------------------|--|
| Date & Session of Booking | |
| Basic Charge | |
| Setting and Re-setting | |
| Technical Support | |
| Others : _____ | |
| Total : | |

Applicant has applied for exemption from venue/equipment charge

c.c. CMU-Security AV Services Event Mgt-Jessica BM- K Y Leung MB

Regulations on Use of Multi-media Conference Room

1. Applicant should ensure that the completed application form, which contains all the necessary details, reaches the Facilities Management Office (FMO), 8/F, Block 1, To Yuen Building at least 3 working days prior to the first day of the booking. Late application will not be considered.
2. Verbal reservation will be valid for 2 weeks only.
3. **The venue is primarily reserved for institutional events of the University only.** Advance booking is limited to 9 months for institutional events and 6 months for departmental functions (subject to approval). Multi-media Conference Room is not **available for booking by external organizations.**
4. When using the venue, users are required to observe the following rules:
 - Do not block off emergency lighting, fire services installation, signage, escape routing and pedestrian flow.
 - Do not create excessive noise or cause nuisance that may affect the normal activities in the campus.
 - Observe and comply with the laws of the HKSAR.
 - Do not post materials on areas other than notice boards which may cause damages or stain to building fabrics, e.g. floor, wall, ceiling, lamp-posts, lifts, escalators, etc.
 - Use string or other removable devices to fix banner. Do not use adhesive tapes.
 - Do not disseminate or display information or materials of commercial nature.
5. Users shall be liable for any loss of or damage to the venue (including equipment, furniture and fixtures) arising from negligence, unintentional act, unauthorized maintenance or any other cause within the reasonable control of the users or the invitees. In the event of any loss of or damage to the venue (including equipment, furniture and fixtures) for which the users is liable, users shall reimburse the University the total cost to making good the damage, or effecting replacement.
6. The activities to be carried out should be appropriate to the venue and pose no potential hazard to the University community. Users should ensure the activities are conducted safely.
7. FMO reserves the right to remove and dispose of any material or stop any activities that do not comply with the above-mentioned rules without notice.

Fee Schedule for Multi-media Conference Room
(w.e.f. February 2008)

1. Fees will be charged for each session, or part thereof namely morning (9:00a.m.-12:30p.m.), afternoon (1:30p.m.-5:00p.m.), evening (6:30p.m.-10:00p.m.) for which the use of facilities is required. Occupancy for part of a session will be charged at the rate for the full session.
2. The basic charge covers the use of the room and the associated facilities.
3. It is a condition of hiring that an approved staff member of the University must be present at all times when the facilities are in use to provide supervision, assist in the use of facilities and equipment, and ensure that the regulations governing the use of the Room are adhered to. Any use of the Room which requires the attendance of other University staff, e.g. labour for the movement of furniture, provision of security guard, etc., will be subject to manpower availability and will incur additional charges. Alternative of setting is not recommended. A setting / resetting fee will be charged if alternation of setting is approved.
4. Schedule of Charges (per session):

| | Self-financing Activities (HK\$) | UGC-funded Activities (HK\$) |
|---|---|---|
| Basic Charges(per session) | 3,500 | 3,200 |
| Extra hour | 1,000 | 900 |
| Setting & re-setting | 3,000 | 2,500 |
| Additional charge for technical support outside normal office hours (per session) <i>(i.e. Saturday p.m., Sundays, Public Holidays, Weekdays after 5:00p.m.)</i> | 500 | 450 |
| Flat rate labour charge for 8:00a.m. – 9:00a.m. 12:30p.m. – 1:30p.m. 5:00p.m. – 6:30p.m. | 300 | 300 |