

Application for Hire of Classroom and Facilities (for non University Activity)

Section I Particulars of Applicant

Name of Applicant : _____ Post Held : _____

Name of Organization/Department : _____ Tel : _____

Address : _____ Fax : _____

_____ E-mail : _____

Section II Event Information

Title of Function (English) : _____ (Chinese) : _____

Purpose/Type of Function : _____

(To facilitate the process of your request, you are encouraged to submit detailed information.)

Is there any fee chargeable to the participants? Yes HK\$_____ per person No

Estimated no. of participants : _____ Description of target participants : _____

Section III Hirer's Requirements

Date : _____ Time : _____

Room Required : Lecture Theatre Capacity : _____ x (no.) _____ Capacity : _____ x (no.) _____

Classroom Capacity : _____ x (no.) _____ Capacity : _____ x (no.) _____

Furniture Required : Folding Table : _____ pc(s) PVC Chair : _____ pc(s) Notice Stand (A4 or A3) 1 pc

Section IV Declaration/Undertaking

I confirm that the above information is true and correct and I agree to abide by the Regulations of Hire. I also understand that the CityU reserves the right to take any action on this request as deemed appropriate.

Approval of Booking (for office use)
The above booking is accepted / rejected.
Confirmed by : _____
Date : _____

Signature of Applicant & Company Chop _____
Date

- Note: 1. Please complete this form in BLOCK letters.
2. The completed form, together with all necessary supporting documents, should be faxed to 3442 0225 / 3442 0121 or returned to the Facilities Management Office, City University of Hong Kong, 8/F, Block 1, To Yuen Building, Kowloon Tong, Hong Kong.
3. All relevant details of the function should be stated in this form. Use additional sheets if necessary.
 Tick as appropriate

Section V Charges

A. Room Charges Per Hour

Lecture Theatre / Classroom				Classroom		
Capacity				Capacity		
300	200	120-140	80	51-79	26-50	20-25
HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
1000	900	700	350	300	250	200

Notes:

- 1) There is a minimum charge of three hours for each room hired.
- 2) The above rates include the hire of equipment installed in the room. For details please refer to Part IV Equipment Schedule.

B. Hire Charges of Additional Furniture

Description	Quantity	Charge (HK\$)
Folding Table	1-2	100
	3	200
PVC Chair	5 or below	100
Notice Stand (A4 or A3)	1	100

C. Technical Support Service

All external users are required to operate the audio-visual equipment by themselves. Request for technician is subject to availability and manpower deployment. Technical support will be charged for the period that includes 1/2 hour before and after the booking, the technician will stand by during the entire period to set up and operate the AV equipment. The charging rate is HK\$300 per hour.

D. Equipment Schedule

Equipment	Lecture Theatre / Classroom (4/F Academic Building)			Classroom (5/F Academic Building)
	Capacity			Capacity
	40-79	80	120-300	20-60
Whiteboard	✓	✓	✓	✓
Projection screen	✓	✓	✓	✓
Overhead projector	✓	✓	✓	✓
PA System		✓	✓	
Loudspeaker & amplifier	✓	✓	✓	✓
Video projector	✓	✓	✓	✓
Visualizer	✓	✓	✓	
VHS recorder	✓	✓	✓	
Cassette recorder / player	✓	✓	✓	
Computer with monitor	✓	✓	✓	✓
CD player	✓	✓	✓	
DVD player			✓	
LD player		✓		
DVD + VHS recorder (2 in 1)				✓
AV automatic control system			✓	

Notes:

- 1) Equipment may vary in different rooms, subject to the confirmation at the time of booking.
- 2) Equipment will be checked prior to renting of the venue. City University of Hong Kong shall not be responsible for any claim for equipment malfunction.

Regulations of Hire

1. City University of Hong Kong (CityU) reserves the right to terminate the use of facilities should the hirer fails to abide by these Regulations or if the hirer changes the uses, contents and nature of the event to other than that originally stated in the approved application.
2. CityU reserves the right to reject an application without giving any reasons.
3. The hirer should ensure that the event would not cause disruption to the normal activities of CityU.
4. The stated capacity of the venues should not be exceeded.
5. The rates are subject to change without prior notice.
6. Full payment is required in advance and shall be made upon receipt of invoice.
7. The hirer shall bring along the invoice on the date of use, in case identification is required.
8. The publicity of the function should never bear the name of City University of Hong Kong.
9. Cancellation of booking will only be accepted in writing, and must reach our office at least 7 working days before the commencement date of the event. Request will not be accepted for booking less than 10 working days prior to the event.
10. Hirers renting our premises are liable for whatever damage they cause in our premises.
11. The hirer shall use the rented equipment in a careful and proper manner. The hirer is not allowed to make any alterations, modifications, attachments and/or additions to the facilities.
12. The hirer shall be liable for any loss of or damage to the rented equipment arising from its negligence, unintentional act or unauthorized maintenance or any other cause within the reasonable control of the hirer, its representatives, employees, agents or invitees. In the event of any loss of or damage to the equipment for which the hirer is liable, the hirer shall reimburse CityU the total cost of making good the damage, or effecting replacement.
13. The hirer is responsible for reinstating the facility to its original condition immediately after use.
14. The hirer shall ensure that its activities in our premises comply with all legal requirements.
15. Hirers are responsible for ensuring the compatibility of their PCs with our audio-visual equipment.
16. All equipment provided by CityU shall only be utilized in our premises and exclusively for the specified event.
17. Refreshment and drinks are not allowed in the room(s).
18. CityU will be closed when typhoon signal No.8 or above is in force. In that case, please contact us for alternative arrangement. However, the re-arranged date and time will depend on the availability of the rooms.
19. For further information, please contact Help Desk at 3442 8833; for assistance on security matters on the date of use, please contact security staff at 2788 8888.