



## City University of Hong Kong Guidelines for Booking the University Barbeque (BBQ) Area

1. The BBQ area is available for booking, free of charge, for staff or students of City University of Hong Kong (CityU) on a first-come-first-served basis. Application forms can be obtained from:
  - FMO Office located at 8/F, Block 1, To Yuen Building, 31 To Yuen Street, Kowloon
  - Security Counter located at Room R4051, Amenities Building.
  - Download Area in FMO Homepage [www.cityu.edu.hk/FMO](http://www.cityu.edu.hk/FMO)
2. The time slot for booking will be divided into 3 sessions a day, namely:
  - 9:00 am – 1:00 pm
  - 2:00 pm – 6:00 pm
  - 7:00 pm – 11:00 pm
3. There are 4 BBQ stoves in the area for use. Booking made by individual staff or student will entitle reservation of 1 stove only. Booking made by department and student organization will entitle a total of 3 stoves at most in one session, subject to availability.
4. Advance booking is limited to 3 months.
5. Users may check the availability of the venue on [FMO Homepage](#). To make a reservation, users may contact FMO Help Desk at 2788 8833 during office hours (the office hours are 8:30am to 5:00pm from Mondays to Fridays, and 9:00am to 12:00 noon on Saturdays).
6. After office hours, applicants who wish to make same day booking may do so by verbal reservation (Telephone No. 2788 8833) and submitting a completed [application form](#) (FM/2/29) to the Security Counter located at Room R4051, Amenities Building.
7. Verbal reservation will be **valid for 2 weeks only**. If written application by the form "[Application for Use of Common Areas](#)" (FM/2/29) is not received within 2 weeks after the verbal reservation, the booking will be released automatically.
8. Users of the BBQ area shall observe the house rules displayed at the area.
9. Director of Facilities Management reserves the right to cancel the approved booking and will not be liable for any damages thus caused.
10. In view of operational needs, these guidelines are subject to review which will be announced accordingly.
11. For further enquiries, please contact FMO Help Desk at 2788 8833.

## 香港城市大學 大學燒烤場訂場指引

1. 燒烤場只限於香港城市大學 (以下簡稱「城大」) 的教職員及學生預訂。費用全免，先到先得。申請表格可於以下地點索取：
  - 九龍桃源街 31 號桃源樓 1 座 8 樓物業及設施管理處
  - 康樂樓 R4051 室大學保安室
  - 於物業及設施管理處網頁 [www.cityu.edu.hk/FMO](http://www.cityu.edu.hk/FMO) 下載
2. 燒烤場每日分 3 個時段使用：
  - 上午 9 時至下午 1 時
  - 下午 2 時至下午 6 時
  - 下午 7 時至晚上 11 時
3. 在燒烤場內有 4 個燒烤爐可供預訂使用。以個別教職員或學生身份申請，可預訂 1 個燒烤爐；以部門或學生團體名義申請，可視乎燒烤爐預訂情況，最多可於一個時段內預訂 3 個燒烤爐。
4. 燒烤場最早可於三個月前預訂。
5. 申請人可於[物業及設施管理處網頁](http://www.cityu.edu.hk/FMO)內，查詢燒烤場預訂情況。如須口頭預留，請於辦公時間內，致電 2788 8833 物業及設施管理處之服務台（服務台辦公時間為星期一至五上午八時三十分至下午五時，星期六上午九時至中午十二時）。
6. 如欲於非辦公時間預訂即日之燒烤爐，申請人可先致電 2788 8833 作口頭預留，然後前往康樂樓R4051 室大學保安室遞交[申請表](#)（FM/2/29）。
7. 口頭預留**有效期為 2 個星期**。如未有隨後填寫場地申請表“[Application for Use of Common Area](#)” (FM/2/29) 跟進，預留紀錄便會自動取消。
8. 燒烤場之使用人仕，應遵守張貼於場地內之場地使用守則。
9. 物業及設施管理處處長有權取消已批核之申請，並不負責任何因而引起之損失。
10. 此訂場指引會因應實際運作情況而檢討，並公佈有關修改。
11. 如有任何查詢，可致電 2788 8833 物業及設施管理處服務台。