

Application form for staying overnight

Important notes: Application has to be submitted to SDS for approval 2 working days before the event. Late application may not be entertained.

Immediate action: Applicant has to submit the endorsed form to Security Counter at 4/F, Amenities Building

Name of Society: _____

Applicant Name: _____ Chinese: _____

Post: _____ Tel No.: _____

Email A/C: _____@student.edu.hk Student I.D. _____

Function or Activity Name: _____

Reason for staying overnight: _____

Apply Overnight Date(s): _____ Time: From : _____ to _____

Venue(s) _____

Name of students (with ID no.) to stay overnight:

(If more than 10 persons will stay overnight, please provide their name , Student ID list on a separate sheet.)

Remarks: We promise to keep the venue clean & restore the venue after use.

We will inform the security of the overnight stay in advance.

Signature of Applicant : _____ Date: _____

Society Chop: 

Please provide the details of responsible person who should attend the activity and be responsible for the behavior of participants.

Responsible Person: _____ Tel No.: _____

Student I.D. _____

Office Use Only

Endorsed by SDS Staff: _____ Date: _____ SDS chop: _____