

Student Development Services

Guidelines – Application for organizing student activities using campus venues

1. All societies when organizing any student activity using campus venues should fill in this form and submit it to SDS together with the proposal and budget, as well as SU-Council (轄委) 's endorsement. (Please refer to the important notes of the form)
2. All student society should fill in the form of Part I and pay attention to the items from point 1 to point 11.
3. If the event including logistic arrangements listed in Part II, applicant should fill in Part II and provide necessary information to CDFO for reference.
4. Application has to be submitted to SDS for approval 2 working days before the event. Late application may not be entertained.
5. Please download this form from SDS website under Download & Forms column or by this link: <http://www.cityu.edu.hk/sds/form/index.htm>