

## Application Form for Staying Overnight

Remarks:

1. Student societies who have been withdrawn from the privilege of reserving both venues and equipment of SDS will NOT be allowed to stay overnight.
2. Application must be submitted to SDS for approval during the office hours from Mondays to Fridays.
3. For student societies whose members wish to stay overnight for the sake of Consultation during the Election period, applications will only be accepted and processed during the afternoon (2pm – 5:30pm) on the day of Consultation. If the Consultation falls on weekend or Public Holiday, applications must be submitted during the afternoon of previous working day. Societies are urged to communicate with each other to avoid schedule clashes since SDS will not be responsible for any clashes of venues.

### Section I Particulars of Applicant

Name of Society: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Chinese: \_\_\_\_\_

Post: \_\_\_\_\_ Student No.: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### Section II Details of Event

Name of Function or Activity: \_\_\_\_\_

Reason for Staying Overnight: \_\_\_\_\_

Date(s) of Staying Overnight: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Venue(s): \_\_\_\_\_

Responsible Person (attending the activity and being responsible for the behavior of participants)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Tel: \_\_\_\_\_

List of Students who will stay overnight:

	Name	Student ID		Name	Student ID
1			6		
2			7		
3			8		
4			9		
5			10		

*(If there will be more than 10 students staying overnight, please provide the list on a separate sheet.)*

### Section III Undertaking by the Applicant

We promise to keep the concerned venue(s) clean and reinstate the venue(s) immediately after use. We will also inform the security of the overnight stay in advance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Stamp of Student Society

\_\_\_\_\_  
Date

**\*Applicant shall submit the endorsed form to Security Counter (Room R4051, 4/F, Amenities Building)**

### For Office Use Only

Endorsed by SDS Staff: \_\_\_\_\_ SDS Chop: \_\_\_\_\_ Date: \_\_\_\_\_