City University of Hong Kong
Student Development Services
Student Life and Resources Section

Application Form for Staying Overnight

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 *Student societies who have been withdrawn from the privilege of reserving both venues and equipment of SDS will NOT be allowed to stay overnight.*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.* ***Overnight time is only from 11:00 pm to 6:00 am.***

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*
1		
2		
3		
4		
5		

	Name	*Student ID*
6		
7		
8		
9		
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, BOC Building)**

For Office Use Only

Endorsed by SDS Staff: _____ SDS Chop: _____ Date: _____