|  |  |
| --- | --- |
| cityu | **City University of Hong Kong** |
| **Student Development Services** |
| **Student Life and Resources Section** |

Reference No.:

(For Office Use Only)

**Venue Quota (for Student Organisations)**

**Additional Quota Application Form**

*(Please type or write clearly in black)*

*Notes to applicants:*

1. *Please read the information of the Venue and Classroom Booking System: Venue Quota for Student Organisations before completing the application form.*
2. *Personal data provided in this form will be used only for processing the application and related administrative matters.*
3. *Please send the completed form with relevant documents to Student Development Services*

*(Email:* *sdssat@cityu.edu.hk* *) at least three weeks before the start of the activity.*

1. The additional quota will be approved by the overall demand to ensure a fair distribution.

|  |
| --- |
| Name of Applicant: (Mr / Miss) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Student Organisation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Post : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Total Number of Additional Booking Quota Requested: (Sessions)
2. Overall Justifications for the Request:

1. Brief description of upcoming activities that includes: proposed activities/ dates/ estimated number of participants/ number of venues required/ number of booking quotas requested; and justification.

**Activity 1**

Name of Activity:

Proposed Date(s)/Period:

Activity Details:

The rationale justifying additional quota:

Name of organiser(s) /Co-organiser(s):

Estimated number of participants: City University students: Others (please specify):

Name of external party involved:

Estimated number of venues required:

*\*(If you have more than one activity, please provide information in the space below.)*

 Signature of Applicant Date

**Venue Quota (for Student Organisations)**

**Additional Quota Application Form**

**For Office Use Only**

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Responsible Staff | Date |
| * Application received
 |   | \_\_\_\_\_\_\_\_\_\_\_ |
| * Interview (if any)
 |   | \_\_\_\_\_\_\_\_\_\_\_ |
| * No. of sessions approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sessions
 |   | \_\_\_\_\_\_\_\_\_\_\_ |
| * No. of quota added to the system: \_\_\_\_\_\_\_\_\_ sessions
 |   | \_\_\_\_\_\_\_\_\_\_\_ |

*Dec 2018*