City University of Hong Kong
Student Residence (Cornwall Street)
Multi-Function Halls Booking Form
(For CityU Users)

Important Notes:
(1) This application will be considered by the Student Residence Office. Applicants will be informed of the application results within 5 working days after submitting applications, a fee settlement notification will be given if required.
(2) Please read the Regulations for the Use of MFH before completing this application form.
(3) Copy of the approved reply slip will be sent to applicant.
(4) Please bring the approved reply slip to the Security Office of CityU Student Residence on the day of booking.
(5) Notice of cancellation should be made by e-mail at sro@cityu.edu.hk 3 working days before the commencement of booking.

Particulars of Applicant
Name of Applicant: ____________________ Dept/Hall & Room No.: ______________
Tel/Ext: _______________ Staff/Student No. (if applicable): ______________ Email: ____________________

Details of Function
Title of Function: ____________________________________________________________
Details of Booking: ___________________________________________________________
Date: ____________________ Time: 8:30-13:30  13:30-18:30  18:30-22:30
(Max. 2 sessions are given for each function only)
Nature: ☐ Seminar/Talk  ☐ Meeting  ☐ Exhibition  ☐ Symposium/Conference
☐ Others, please specify: _______________________________________________________

Estimated No. of Participants: CityU staff: _____ Residents: _____ CityU students: _____ Outsiders: _____

Venue required: ☐ Multi-function Hall A  ☐ Multi-function Hall B (Zone 1)  ☐ Multi-function Hall C

Please indicate “ √ ” if alcoholic beverages and/or food will be served during your function:
☐ Food with Alcoholic Beverages  ☐ Food without Alcoholic Beverages
(only for Hall High Table Dinner)

Please indicate “ √ ” if any of the following aspects apply to function:
☐ Fund-raising activity  ☐ Sponsored goods provided  ☐ Profit-making function  ☐ Non-University function

Furniture and Equipment Loan: ☐ Yes (please fill in the “Furniture and Equipment Loan Form” at Security Office on the day of booking.)
☐ Yes (for Hall RA only: AV Equipment for Singing Contest after attended Training Course by SRO.)
☐ No

Please note that the applicant will be required to arrange moving, setting and returning furniture and/or equipment, cleaning the Hall and restoring the Hall(s) to original setting(s).
I undertake that the participant of the activity will comply with all regulations and conditions set out for the use of the Multi-Function Halls of the Student Residence and will take full responsibility in the event of any violation of the regulations and conditions and any accidents howsoever caused.

Signature of Applicant/Chop of Society ____________________ Name & Signature of Residence Tutor or Residence Master (if applicable) ____________________ Date _____________

*Bookings raised by individual residents should be endorsed by respective Residence Tutor or Residence Master.

Confirmation of Booking (to be completed by SRO)
☐ Rejected, reason __________________________________________________________
☐ Confirmed by: ____________________ Date: ____________________

SRO/2017
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Reply Slip

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(5) Notice of cancellation should be made by e-mail at sro@cityu.edu.hk 3 working days before the commencement of booking.
(6) PLEASE PLACE THIS REPLY SLIP ON THE PLASTIC HOLDER OUTSIDE THE VENUE AT THE DESIGNATED BOOKING TIME TO SHOW YOUR PRESENCE.

Particular of Applicant

Name of Applicant: ____________________________  Name of Organisation: ____________________________

Contact: ____________________________

Details of Function

Title of Function: ____________________________

Details of Booking: ____________________________

Date: ____________________________  Time:  
[ ] 8:30-13:30  [ ] 13:30-18:30  [ ] 18:30-22:30  
(Max. 2 sessions are given for each function)

Venue required:  
[ ] Multi-function Hall A  
[ ] Multi-function Hall B (Zone 1)  
[ ] Multi-function Hall C

Please note that the applicant will be required to arrange moving, setting and returning furniture and/or equipment, cleaning the Hall and restoring the Hall(s) to original setting(s).

I undertake that the participant of the activity will comply with all regulations and conditions set out for the use of the Multi-Function Halls of the Student Residence and will take full responsibility in the event of any violation of the regulations and conditions and any accidents howsoever caused.

Signature of Applicant/Chop of Society

Name & Signature of Residence Tutor or Residence Master (if applicable)

Chop of SRO to verify the booking is confirmed

For office use (c.c.)  
[ ] Security office  
[ ] Security (H7)  
[ ] Security (H8)

Date

SRO (2017)