Venue Booking Form for Student Projects  
(For Reservation of Venues within SCM and the University)

Please note the following before completing this form:

(a) Students are required to submit their requests for reservation of venues for installation or other production work at least five working days before the required date of use to the following parties:
- Venue(s) within SCM teaching areas – Production Centre (Mr Garry Luk)
- Venue(s) within SCM non-teaching areas and those areas outside SCM but within the University – SCM General Office (Miss Cody Poon)

(b) Students will be informed of the application result by email.

**For Application for Video-Shooting and Photo-Taking on Campus**
Please complete CDFO form on “Application for Video-Shooting and Photo-Taking (with Special Arrangement Required) on Campus”

**For Application for Use of Common Areas on Campus for Installation Purpose**
Please complete CDFO form on “Application for Use of Designated Areas for Displays/Events”, together with a project proposal with details regarding equipment to be used and installation arrangement in relation to the venue booking.

Remarks:
(1) Common Areas on Campus refer to venues outside SCM but within the University
(2) All the above applications require the endorsement of the student’s supervising teaching staff member.

_______________________________________________________________________________
Name of Student: _______________________________ (Person-in-charge)
Student Number: _______________________________
E-mail Address: ________________________________
Contact Phone Number: __________________________
Course Concerned (Course Code and Title):
_______________________________________________________________________________
Name of Production and Brief Description:
_______________________________________________________________________________

We are producing an installation or other production work in connection with our course work at the School of Creative Media (SCM). In order to complete the course work, we would like to reserve the campus location(s) listed below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List of Cast and Crew Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

I certify that the use of the location(s) mentioned above is related to the course work assigned by the School of Creative Media.

We fully understand and assume all risks, dangers, and responsibilities connected with our shooting at the location(s) mentioned above.

If the above request is approved, I agree to show up on time at the location(s). If it is subsequently found that the shooting venue(s) are no longer required, I will inform the relevant party as soon as possible for cancellation of the booking.

I understand that if help and support from the University’s Campus Development and Facilities Office (CDFO) is required, a separate Work Request with detailed descriptions (including diagrams and dimensions where applicable) of shooting arrangements should be sent to CDFO via the Production Centre/SCM General Office at least FIVE WORKING DAYS in advance for CDFO’s consideration.

Signature of Person-in-charge                  Date

I endorse this request and would like to confirm the following:
(a) this request is related to the student’s project, and he/she has a genuine need for booking the venue;
(b) the use of equipment and shooting/installation arrangements proposed in relation to this venue booking are suitable.

Signature of Supervising Teaching Staff Member Date
Name: _______________________________________

Approved by:

Signature of Dean (SCM) or his designate Date