# Teaching Studio Booking/Cancellation Form

This form MUST reach the CSC 4 WORKING DAYS before the day the teaching studio is used.

- Tick as appropriate

## Section I (To be completed by user)

- Booking of teaching studio
- Cancellation of the booking of teaching studio

<table>
<thead>
<tr>
<th>Staff Name:</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff EID:</td>
<td>________________________________</td>
</tr>
<tr>
<td>Department:</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

- Purpose: Teaching
- Description: __________________________
- Purpose: Research
- Description: __________________________
- Purpose: Others, please specify __________________________

- UGC funded activity: Yes
- UGC funded activity: No

<table>
<thead>
<tr>
<th>No. of Workstation required:</th>
<th>________________________________</th>
<th>Teaching Studio Preferred:</th>
<th>________________________________</th>
</tr>
</thead>
</table>

- Booking Period: From: yy/mm/dd to yy/mm/dd

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-09:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-10:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00-11:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00-12:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00-13:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:00-14:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:00-15:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:00-16:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17:00-17:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18:00-18:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19:00-19:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20:00-20:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21:00-21:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22:00-22:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature & Department Chop: ________________________________ Date: ________________________________

Note:
1. Acknowledgement will be sent to the user after the booking request is confirmed.
2. Besides using this form, users can use the Teaching Studio Booking System (an on-line booking system) to check the booking status and to submit booking request.
3. Any cancellation of booking should reach the CSC Service Counter as soon as possible by submitting this form.

## Section II (To be completed by the CSC)

<table>
<thead>
<tr>
<th>Remark:</th>
<th>________________________________</th>
</tr>
</thead>
</table>

Authorised by: ________________________________ Completed by: ________________________________ Date: ________________________________