



香港城市大學
City University of Hong Kong

設施管理處
Facilities Management Office

Application and Notification to Stay Overnight+ on Campus

**To : Campus Management Section (CMS) of FMO (email : fmcms@cityu.edu.hk / fax : 3442 0329 / Security Counter at R4051, BOC)
Photocopy to: Dr. Dennis K.C. Lo (CTO, PHY Lab), Room P2834, AC1**

Name of Applicant	Staff / Student Number	Title (e.g. RA, RS etc.)	Contact Telephone Number	Work Venue or Room Number	Date or Period of Staying	Intended Leaving Time

Note : + after 11:00 pm # Associate Dean / Associate Head

Endorsed by : _____ (Signature) _____
Supervisor / Principal Investigator (Name : _____) **School / Department** _____ **Date** _____

Approved by : _____ (Signature) _____
Dean / HoD or delegate# (Name: _____) **School / Department** _____ **Date** _____

For staying overnight in the School of Creative Media (SCM) studios / laboratories at the Run Run Shaw Creative Media Centre (CMC)

Endorsed by : _____ (Signature) **School of Creative Media** _____
Department Scientific Officer or delegate (Name : _____) **Date** _____