

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](mailto:sdssat@cityu.edu.hk)) at least three weeks before the start of the activity.
4. 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: \_\_\_\_\_  
\_\_\_\_\_
3. 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

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Comments:

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	<u>Responsible Staff</u>	<u>Date</u>
• Application received	_____	_____
• Interview (if any)	_____	_____
• No. of sessions approved: _____ sessions	_____	_____
• No. of quota added to the system: _____ sessions	_____	_____

June 2023