

## Multi-Function Halls Booking Form

Ref. No.: \_\_\_\_\_

### Important Notes:

- 1) Before completing this application, please read the Regulations for the Use of MFHs.
- 2) Result of application will normally be notified within 5 working days, with a fee settlement notification, if required.
- 3) The approved reply slip will be sent to applicant's mail box.
- 4) Room user have to show the approved reply slip to the Security Office of CityU Student Residence for using the Hall.
- 5) Bookings should normally be **not more than 2 consequent sessions of a day**.
- 6) Bookings raised by individual residents have to be endorsed by respective Residence Tutor or Residence Master.
- 7) For cancellation, e-mail to SRO at sro@cityu.edu.hk at least 3 working days prior to the date of use.

### Particulars of Applicant / Person-in Charge

Name: \_\_\_\_\_ Staff/Student No. (if applicable): \_\_\_\_\_ Ext/Mobile: \_\_\_\_\_

Department/Hall & Room No./Organization: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Details of Function

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time slot:  8:30-13:30  13:30-18:30  18:30-22:30

Nature:  Seminar/Talk  Meeting  Exhibition  Conference  Competition  
 Presentation  Dinner  Fair/Booth  Workshop/Class  
 Others, specify: \_\_\_\_\_

Estimated No. of Participants: Hall Residents: \_\_\_\_\_ CityU students: \_\_\_\_\_ CityU staff: \_\_\_\_\_ Outsiders: \_\_\_\_\_

### Booking Details

Venue requested:  Multi-function Hall A  Multi-function Hall B  Multi-function Hall C  
 This activity is within RM's current Year Plan/Year Budget:  Yes  No (please attach activity proposal)

Please indicate "✓" if alcoholic beverages and/or food will be served during your function:  
 with food & alcoholic beverages (for High Table Dinner only)  Yes, with food but no alcoholic beverages

Please indicate measures in upholding safety, security & sexual, harassment-free policy:

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 Rental:  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 attending SRO Training Course**)  
 No

I understand that I 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 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 on safety & security liability.

Signature of Applicant & Society Chop

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

Date

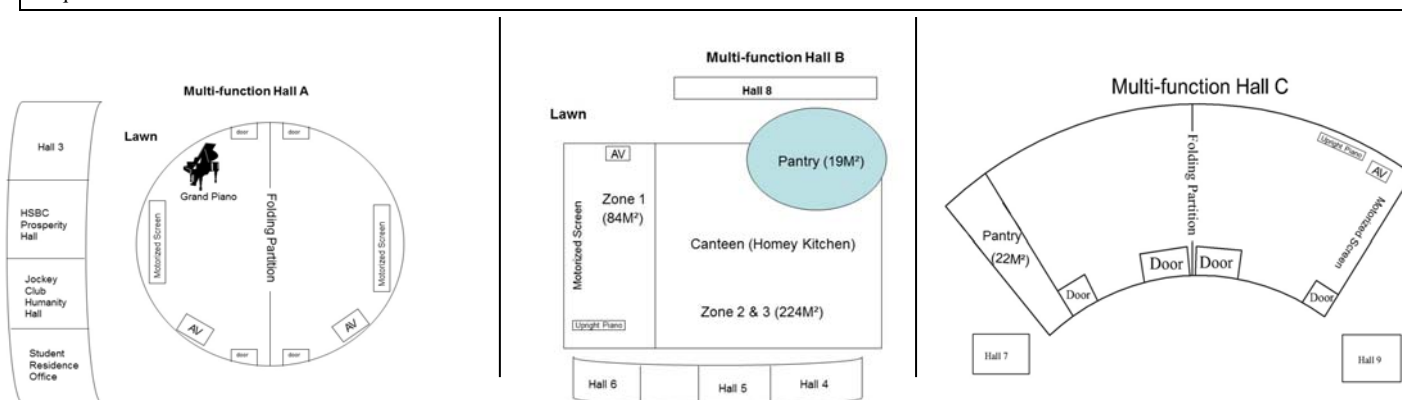
### Confirmation of Booking (to be completed by SRO)

Rejected, reason: \_\_\_\_\_  
 Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

**University of Hong Kong  
Student Residence (Cornwall Street)  
Multi-functional Halls**

**Floor Plan, Furniture and Equipment List**

Location	Student Residence City University of Hong Kong 22 Cornwall Street Kowloon Tong Kowloon	
Size	Multi-function Hall A: 250M <sup>2</sup> Multi-function Hall B: Zone 1 (84M <sup>2</sup> )	Multi-function Hall C: 172M <sup>2</sup> Pantry in Zone 1 (22M <sup>2</sup> )
Capacity (Seating)	Multi-function Hall A: 100-150 Multi-function Hall B: 20-40	Multi-function Hall C: 60-80
Recommended use	Forum, Exhibition, Party, Examination hall, Workshop etc.	
Opening Hours	08:30 – 22:30	
Enquiries: Student Residence Office	Tel: 3442 1111	Fax: 2794 7716



<b>Furniture and Equipment List</b>	<b>Multi-function Hall A</b>	<b>Multi-function Hall B</b>	<b>Multi-function Hall C</b>
<b>Item</b>	<b>Available Quantity</b>	<b>Available Quantity</b>	<b>Available Quantity</b>
Mobile Folding Stages 6'x8'x2'H (舞台)	4	2	2
Step Rise (梯階)	1	1	-
Flat Panel Skirt (裙腳)	4	2	2
Folding Table (摺枱)	20	10	10
PVC Chair (膠椅)	150	40	80
Portable Wireless Microphone System with wireless Mic (手提式擴音器連無線咪)	1	-	1
Movable Partition on Castors (活動告示板)	15	10	-
Movable Whiteboard (活動白板)	1	1	1
Grand Piano (三角琴) – Zone 1	1	-	-
Upright Piano (鋼琴) – Zone 1	-	1	1
<b>Built-in AV System (內置音響設備)</b>			
- LCD Projector with Motorized Screen (液晶體投影機及電動螢幕)	2	1	1
- Wireless Handheld Mic (無線咪)	2	2	2
- Handheld Mic (有線咪)	2	2	2
- Desktop Computer linked to the AV System (電腦)	1	1	1
- Lectern (講台)	1	1	1
- Audio & Video cables for Notebook/Computer signal input (電腦訊號輸入影音線)	1	1	1

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### Reply Slip

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- 3) The approved reply slip will be sent to applicant's mail box.
- 4) Room user have to show the approved reply slip to the Security Office of CityU Student Residence for using the Hall.
- 5) Bookings raised by individual residents have to be endorsed by respective Residence Tutor or Residence Master.
- 6) For cancellation, e-mail to SRO at [sro@cityu.edu.hk](mailto:sro@cityu.edu.hk) at least 3 working days prior to the date of use.
- 7) **PLEASE PLACE THIS REPLY SLIP ON THE PLASTIC HOLDER OUTSIDE THE VENUE AT THE DESIGNATED BOOKING TIME TO SHOW YOUR PRESENCE.**

#### Particulars of Applicant / Person-in Charge

Applicant Name: \_\_\_\_\_ Dept/Hall & Room No./Organization: \_\_\_\_\_

Mobile: \_\_\_\_\_

#### Details of Function

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time:  8:30-13:30  13:30-18:30  18:30-22:30

Confirmed booking of venue:

- Multi-function Hall A  
 Multi-function Hall B  
 Multi-function Hall C

*I understand that I will be required to arrange moving, setting and returning furniture and/or equipment, cleaning the Hall and restoring the Halls to original settings.*

*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

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

Chop of SRO to  
verify the booking is  
confirmed

**City University of Hong Kong**  
**Student Residence (Cornwall Street)**  
**Regulations for the Use of Multi-Function Halls**

**1. Eligible Users**

- 1.1 The Multi-Function Halls (MFH) are primarily for the use of hall residents of City University of Hong Kong (CityU). Bookings made by individual residents should be recommended by a Residence Tutor or Residence Master.
- 1.2 CityU staff or student societies may also book the venues for organizing student activities or university functions.
- 1.3 Outside organizations may also book the venues, subject to the availability and approval of Student Residence Office (SRO).

**2. Date of Submitting Applications**

- 2.1 Applications by Hall residents (including Residence Tutors and Residents' Associations) can be made 3 months in advance; whereas applications by CityU staff and student societies can be made 1 month in advance.
- 2.2 Applications are being considered on a first-come-first served basis and is decided by the nature of the activities (priority will be given to hall residents). Applicants will be informed by SRO 5 working days after submission.
- 2.3 For special request, such as on-the-day booking, advance bookings exceeding the entitled period and multiple/block bookings for special functions, the applicant is required to send the request to SRO via e-mail (sro@cityu.edu.hk).

**3. Cancellation**

Cancellation of bookings should be made in writing and sent to SRO at least THREE working days before the date of use.

**4. Important Notes**

- 4.1 Alcoholic beverages are not allowed without prior permission from the University. Organizer(s) who wish to serve alcoholic drinks in the venue must provide adequate supervision of the activity to avoid excessive drinking. Prior approval of SRO must be obtained. Students who exhibit behavior that appears to have been influenced by alcohol may be subject to disciplinary action.
- 4.2 Smoking is strictly prohibited. Gambling or betting in any form is not allowed.
- 4.3 Users should not cause any noise nuisance to the environment.
- 4.4 Do not block emergency lighting, fire services installation, signage, etc.
- 4.5 The seating capacity of the venue should be observed.
- 4.6 Any business or fund-raising activities should obtain the prior approval of SRO. Users are not allowed to charge supplier/external organizations any rental fee for using the venue.
- 4.7 Users have to take precautions to ensure the safety of participants and of University property. Please supervise minors or children. Users absolve the University from any liability in connection with the use of the facility. The University reserves the right to require insurance coverage and may require the presence of University safety personnel during the rental period, the cost of which will be borne by the users.
- 4.8 Users should restore all furniture and equipment to their proper positions and clean up thoroughly afterwards. Nothing is to be affixed inside and outside the venue without the consent of the

University. No items belonging to the University are allowed to be taken away.

- 4.9 Users should attend a SRO training workshop before using the AV or other equipment.
- 4.10 For display boards, users should remove all publicity materials and tapes immediately at the expiry of the booking period. SRO will not be responsible for the safekeeping of any publicity materials.
- 4.11 Users and/or organizers are responsible for any payment for cleaning the venue and decorations. Any loss, damage, disorder of audio-visual equipment, furniture or fixtures in MFH should be reported to SRO at once and liable for the damage. In case of misuse or negligence, users will be held responsible for the total cost incurred for repair or replacement.
- 4.12 Work requests for CDFO services (e.g. moving, venue set-up, AV system, etc.) should be made to CDFO direct and is subject to the confirmation of CDFO.
- 4.13 Observe and comply with the law on copyright or other laws of the HKSAR.

## **5. Other Regulations for Staff, Other UGC-funded Institution, Non-profit Making Organization & Profit-making Activities**

- 5.1 Applicants have to comply with the “Important Notes” as stipulated above.
- 5.2 For non-university activities, applications should be sent to Student Residence Office, City University of Hong Kong, 22 Cornwall Street, Kowloon Tong, and Kowloon. Confirmation of bookings will be subject to SRO’s availability and approval.
- 5.3 The publicity of the function should not bear the name of City University of Hong Kong.
- 5.4 Payment:
  - a. Once the application is accepted, all charges should be paid in advance within the specified period.
  - b. For cancellation of confirmed bookings, notifications should be made in writing 3 working days in advance. An administration fee which is equivalent to 20% of the booking fees will be charged.

## **6. Arrangements in Case of Typhoon and Rainstorm Warning Signal**

- 6.1 Please follow the arrangements on the use of teaching venues

## **7. Others**

- 7.1 The activities to be carried out should be appropriate to the venue and pose no potential hazard to the University community. Users shall ensure the activities are conducted safely.
- 7.2 The SRO reserves the right to disapprove a booking, to remove and dispose of any material, or to stop any activities that do not comply with the above-mentioned rules without prior notice.
- 7.3 Users who fail to observe the aforesaid regulations and/or specific regulations for the use of certain venues (if any) may be barred from using the venues and/or borrowing furniture/equipment. The misbehavior may also be reported to authorities concerned for appropriate actions.
- 7.4 The University reserves the right to cancel, postpone, or alter arrangements for any booking if necessary.