

香港中文大學新亞書院 – 樂群館梁雄姬樓設施借用表格  
New Asia College, The Chinese University of Hong Kong  
Application Form for Use of Staff Student Centre –  
Leung Hung Kee Building Facilities  
申請人須於活動舉行日期最少7個工作天前將表格呈交書院

Application form shall be submitted to the College at least 7 working days prior to the event day

申請人資料 Applicant Information

|   |  |
|---|--|
| 借用團體 Department/Organization :                    |  |
| 申請人姓名 Applicant Name :                            | 職位 Title :                               |
| 申請人學系 Department :                                | 年級 (如適用) Year of Study (if applicable) : |
| 學生/職員證號碼 (如適用) Student/Staff ID (if applicable) : |  |
| 手提電話 Mobile Number :                              |  |
| 電郵 E-mail Address :                               |  |

活動資料 Event Information

|                |  |
|----------------|--|
| 名稱 Name :      |  |
| 內容 Programme : |  |

借用團體須附上活動計劃書，包括活動流程表、場地佈置圖及財政預算（如活動涉及金錢）。

**Applicant should submit an activity proposal with the event rundown, venue layout plan, and financial budget (if applicable).**

書院設施借用 Facilities

借用日期 Date : \_\_\_\_\_ 借用時間 Time : \_\_\_\_\_ 參與人數 Number of Participants : \_\_\_\_\_

**【預訂場地需繳付按金：每日 HK\$500；上限 HK\$2,000 Deposit for venue booking: HK\$500 per day; maximum HK\$2,000】**

借用設施 Facilities

|  |  |
|--|--|
| 請在適當的空格填上「✓」號<br>Please put a tick in the appropriate box (es) |  |
| <input type="checkbox"/>                                       | 林耀明夫人堂 Mrs. David Lam Hall                     |
| <input type="checkbox"/>                                       | 林耀明夫人堂（儲放區） Mrs. David Lam Hall (Storage Area) |
| <input type="checkbox"/>                                       | 工藝室 Handicraft Room                            |
| <input type="checkbox"/>                                       | 雅禮舍 Yali Lounge                                |

(一) 借用方法 Booking Procedure

- 申請人須為香港中文大學新亞書院學生會註冊團體之成員，或香港中文大學教職員。借用團體請到書院網頁 <https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/?lang=zh-hant> 索取本設施借用表格。  
Applicant should be member of the New Asia College Student Union, or staff of The Chinese University of Hong Kong. This application form could be downloaded from the College website: <https://www.na.cuhk.edu.hk/college-life/facilities-and-hostels/buildings-and-facilities/>.
- 借用團體須將申請表格、活動計劃書及其他所需文件，於活動舉辦至少七個工作天前，於辦公時間內交到書院院務室或電郵至 [nac@cuhk.edu.hk](mailto:nac@cuhk.edu.hk) 以待審批。  
Applicant should submit the completed form with activity proposal and other supporting documents to the College Office in person within office hours or email all above mentioned documents to [nac@cuhk.edu.hk](mailto:nac@cuhk.edu.hk) at least seven working days before destined event starts.
- 場地審批於收齊文件後約需五個工作天處理，結果將由書院以電話或電郵通知申請人；書院於審批申請時，或會向申請人提出附加條件，借用團體必須遵守有關規則。  
Applicant will normally be notified by phone or email regarding the booking application within five working days upon receiving all required documents with the completed booking form. The College may request applicant to follow regulations which are not included in this form.
- 申請獲批准後，借用團體須於七個工作天內繳交按金，方為確認申請。若於限期前並未繳交按金，則視作取消申請。有關團體須於活動結束後一個月內取回按金，否則按金將會被沒收。  
Upon approval, the booking should be confirmed by submitting a deposit within 7 working days. If the deposit is not paid by the deadline, the application will be deemed cancelled. Applicant must collect the deposit within one month after the event, otherwise it will be forfeited.

(二) 借用細則 Booking Terms and Conditions

- 借用團體必須嚴格遵守香港中文大學規則及香港法律（包括國安法），並履行本規則。如有違反，書院有權即時終止活動，以及停止其借用設施之權利。  
Applicant must abide by the regulations of The Chinese University of Hong Kong and the Law of Hong Kong (including National Security Law). In case of violation, the College reserves the right to terminate the activities and suspend its booking rights immediately.
- 舉辦之活動須適合在室內進行，並以香港中文大學教職員及學生為主要對象、及非牟利或非商業。  
Events must be suitable to be held indoor, target mainly for CUHK staff and students, and non-profitable or non-commercial activities.
- 借用時間為每天上午九時至下午十時。  
Rental period is from 9 am to 10 pm.
- 請注意，申報借用的時間包括佈置及清場時間。申請團體不可在非借用時間內於場地放置任何物品。  
Please note that the declared borrowing time includes set-up and clearing time. Applicant is not allowed to place any items at the venue during non-borrowing hours.

### (三) 設施使用規則 Regulations

- 活動期間不可對其他人士造成滋擾和發出嘈音，否則書院有權即時取消申請人使用設施之資格。  
Participants must refrain from causing any disturbances or making noise during the activity. The College reserves the right to terminate the activity if necessary.
- 申請人必須保持地方整潔，並在活動後將設施回復原貌。一般垃圾須用膠袋妥善包裹並棄置於樂群館梁雄姬樓內垃圾箱，大型垃圾則需棄置於知行樓及二號校巴站側之垃圾收集站。  
Applicant must keep the facilities clean and tidy up the area after the activity. General waste should be properly wrapped in plastic bags and disposed of in the trash bins located inside Staff/Student Centre – Leung Hung Kee Building. Bulky rubbish should be disposed of at the refuse collection points next to Chih Hsing Hall and Route 2 Bus Stop.
- 活動完結後，申請人須拍攝場地現況並保留相片。於退還按金時，須向書院職員展示該照片，以核實場地及設施已按要求還原，方可辦理按金退還手續。  
After the event, applicants must take photos of the venue's condition and present them to College staff when requesting a refund of the deposit. The refund will only be processed upon verification that the venue and facility have been restored according to College guidelines.
- 嚴禁進行任何對他人或環境構成危險或非法之活動，如燃燒炮竹、生火、噴灑飲料等。  
Illegal activities and activities which may cause danger to others and the environment, such as the usage of flammable substances or lighting firecrackers, and spraying liquid, are strictly prohibited.
- 嚴禁吸煙或飲用含酒精成份之飲料。  
Smoking or drinking of alcoholic beverages is strictly prohibited.
- 借用團體須向書院賠償一切因設施破壞而帶來的損失。  
Applicant is responsible for all losses caused by the damage of facilities.
- 活動參與人士須自行負責保管個人財物，並保障設施範圍內人士之安全。如有任何財物損失或有人受傷，書院概不負責。  
Participants are responsible to mind their personal properties and protect the safety of others. The College is not responsible for any loss and injuries.
- 不得自行將所借用的設施轉借予其他團體，或提供設施予第三者進行任何形式商業活動。  
Applicant is prohibited to transfer or lend the facilities to other organizations, and provide spaces for third parties to launch commercial activities.
- 如欲取消或更改借用日期、時間或地點，申請人須於借用日期（如欲提早借用日期，則以新訂日期為準）七個工作天前以書面通知書院。  
Modification of rental date, time and venue is allowed seven working days prior to the rental date (rental date refers to the revised date if applicant would like to advance the booking period).
- 如大學、書院或學生會須利用該設施進行重要活動，團體有義務讓出場地，惟書院會酌情處理。  
If the University, the College or the Student Union has to make use of the facilities to organize important events, applicant has the obligation to release the booked facilities. The College reserves the right to make any change to the booking when necessary.

### (四) 注意事項 Notices

- 如違反上述規則，書院有權立即停止有關團體借用設施之權利，向違規人士採取紀律行動，或交由書院及大學學生紀律委員會處理。  
In case of violation of any of the above, the College reserves the right to terminate the event. Disciplinary action may be applied to parties concerned. Cases may also be referred to the Committee on Student Discipline of the College and/or the University.
- 書院有權修改以上規則，並不另行通知。  
The College reserves the right to change the above without further notification.
- 書院有審批設施借用申請之最終決定權。  
The College reserves all rights regarding the approval of this application.

聲明：☐ 本人已詳細閱讀以上設施使用規則，並願意承諾遵守。

Declaration: ☐ I have read, understand, and agree to follow the above regulations.

|                |                      |
|----------------|----------------------|
| 簽署 Signature : | 會印 Organization Chop |
| 日期 Date :      |                      |

由新亞書院輔導處填寫：

Filled by Dean of Students' Office, New Asia College

|   |  |              |  |   |
|---|--|--------------|--|---|
| <input type="checkbox"/> 批准 Approve<br><input type="checkbox"/> 不批准，備註：<br>Disapprove, Remarks: |  |              |  | (書院輔導處蓋印)<br>(Chop of College Dean of Students' Office) |
| 批准者：<br>Approved by:  |  | 日期：<br>Date: |  |   |