**Activity Room Booking Form**

Please note that all fields marked with an asterisk (\*) must be completed. Please submit your application at least **5 working days** in advance.

**Date of Application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name  In Chinese  In English\* | Applicant’s Student/Staff Card No. (If applicable) | | Please tick in the box\*  □ Student  □ Staff  □ Others |
| Department\* | | | |
| Contact Tel No \*  Mobile No  E-mail Address\* | Nature of Activity (Such as teaching, meeting, rehearsal or interest class, etc.) \* | | |
| Date of Use (dd-mm-yyyy)\* | No of Users\* | | |
| Time of use (May select more than 1 time slot) \* | | | |
| □ 9:30 am-10:30 am  □ 10:30 am-11:30 am  □ 11:30 am-12:30 pm  □ 12:30 am-1:30 pm  □ 1:30 pm-2:30 pm  □ 2:30 pm-3:30 pm | | □ 3:30 pm-4:30 pm  □ 4:30 pm-5:30 pm  □ 5:30 pm-6:30 pm  □ 6:30 pm-7:30 pm  □ 7:30 pm-8:30 pm  □ 8:30 pm-9:30 pm (Exam period only) | |
| Remarks  The Activity Room is equipped with the facilities as below:  1 computer, 1 whiteboard, 1 projector, limited tables and chairs (maximum 26 persons) | | | |

For Official Use Only

The above specified booking has been received and registered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name/Title/Section) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved booking by the Librarian: Yes ( )

No ( ) Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_