Booking ID. :

LINGNAN UNIVERSITY

Office of Student Affairs

**BOOKING OF FUNCTION ROOM(S) AND CLASSROOM(S) BY STUDENT SOCIETY**

|  |
| --- |
| **Booking procedures and guidelines are available at the Office of Student Affairs website** <http://www.ln.edu.hk/osa/campuslife/amenities/campus/index.html>. **Applicant is strongly advised to read the full booking guidelines.****Some important points are highlighted for your reference:**1. Booking is on a first-come-first-served basis.
2. Each student society may make no more than 2 bookings per week. Consecutive bookings on the same day will be regarded as 2 bookings.
3. Advance bookings of over 3 months for society use will not be entertained unless with written approval from the Director of Student Affairs.
4. Bookings should be made during office hours **at least 3 working days** before the use of room(s).
5. Booking hour is from 8:30 a.m. to 10:30 p.m. Applicant shall observe the opening hours of all student activity venues.
6. Maximum duration of each booking is 5 hours.
7. Applicant is required to bring along the copies of the application forms and his/her student ID card during the use of the room(s).
8. Late arrival of more than 15 minutes would be regarded as absence. Office of Student Affairs reserves the right to cancel absent bookings without prior notice.
9. Applicant is not allowed to transfer the booking / usage to other university members or outsiders.
10. The application will not be processed if the details of the Programme are not attached.
11. Applicant shall keep all venues clean and tidy and applicant is responsible for reinstating the facility to its original condition after use.
12. Failure to fulfil these requirements may result in the suspension of any further booking of facilities.
 |

1. **Details of Booking**

On behalf of the society, I wish to apply for use of the following room(s)

Room(s) required: 1. (and/or) 2. (and/or) 3.

Date(s) required:

Time required: No. of Participants:

Title of Programme:

Description of Programme:

1. **Particulars of Applicant (Programme In-charge)**

Name of Society:

Student Name: Student ID:

Position held in Society: Mobile number:

Lingnan Email Address:

1. **Details of Programme\***

|  |  |
| --- | --- |
| **Title of the Programme** | (English) (中文)  |
| **Number of Target Participants** | LU Students: LU Staff: Others (please specify):  |

(Please turn overleaf)

|  |  |
| --- | --- |
| **External Guests / Organisation****(if any, please specify the name(s) of the guest(s) / organization(s))** |   |
| **Objectives of Programme** |   |
| **Contents of Programme** |   |
| **Programme Schedule and Details** | 1. Set up Time:
2. Rehearsal Time: (if any)
3. Function Time:
4. Rundown:  ***(Please attach a detailed programme rundown)***
5. Clean-up Time:
6. Time of moving out:
 |

*\* Please use additional sheet if necessary.*

**I understand that (1) our student society should ensure the programmes are free from offensive and indecent elements; (2) the University reserves the right to take disciplinary actions against the organiser and student(s) involved in any misconduct in the programmes; (3) our society should provide details about the programme for the University's consideration and record; (4) on behalf of the student society, I am also responsible for charges for reparation of damages, if any.**

Signature(PIC): Society Chop: Date:

**Personal Information Collection Statement**

1. The purpose of collecting personal data by means of this form is to process your application for the captioned.

2. In order to serve the specified purposes the personal data collected may be transferred to relevant units within the University for verification. All information provided and raw data will be destroyed by the end of academic year.

3. The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.

4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application will be void or delayed. Any misrepresentation or false information may be liable to disciplinary action by the University.

5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such requests, please contact Office of Student Affairs at 26167309.

*Notes :*

1. *For loans of AV equipment, please contact Information Technology Services Centre (ITSC) at MB402.*
2. *For loans of furniture, please contact the Office of Campus Development and Management (OCDM) at LCH210.*
3. **For Official Use**

The above booking is ❑ approved ❑ not approved.

Director of Student Affairs Date

OSA/RBF(07.2023)