CUHK PE UNIT - VENUE BOOKING FORM

Please fill in BLOCK LETTERS ("#" for office use only) and provide details of the activity for special booking & booking for more than 1 hour.

☐ HCF Stadium ( Whole / Track) ☐ Yeung Ming Biu Indoor Sports Centre. ( Whole/ Half)
☐ Lingnan Stadium ( Whole/ Track) ☐ NA Gym. ( Basketball/ Volleyball/ Badminton ) ( Whole/ Half)
☐ U. Soccer Pitch ( Whole/ Half) ☐ UC Gym. ( Basketball/ Volleyball/ Badminton ) ( Whole/ Half)
☐ Lingnan Soccer Pitch ( Whole/ Half) ☐ U. Tennis Courts ( Court 3,4,5/ 6,7/ 8)
☐ U. Squash Courts ( Court 1,2,3,4,5,6) ☐ Room. G02/104/B03 or

Date of Use : ______ YY__ MM__ DD Time : From____________ am/pm to____________ am/pm
Date of Use : ______ YY__ MM__ DD Time : From____________ am/pm to____________ am/pm
Date of Use : ______ YY__ MM__ DD Time : From____________ am/pm to____________ am/pm

Event :

Nature : Training/ Match/ Others; Pl. specify)

No. of Participants :

Equipment :

Name of Applicant :

Faculty/Club/Society Affiliated :

Tel. No. : 

Position :

Signature : ______________ Date : ______ YY__ MM__ DD

☐ Approved
☐ Not approved for: □ Venue already booked □ Maintenance
☐ No detailed competition schedule/course information provided
☐ Insufficient information □ Others_________________________

#Officer In-Charge Signature : __________________________

# Date : ______ YY__ MM__ DD

To be filled in by user

 USER PERMIT

Name of User : __________________________

☐ HCF Stadium ( Whole / Track) ☐ Yeung Ming Biu Indoor Sports Centre. ( Whole/ Half)
☐ Lingnan Stadium ( Whole/ Track) ☐ NA Gym. ( Basketball/ Volleyball/ Badminton ) ( Whole/ Half)
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Date of Use : ______ YY__ MM__ DD Time : From____________ am/pm to____________ am/pm
Date of Use : ______ YY__ MM__ DD Time : From____________ am/pm to____________ am/pm
Date of Use : ______ YY__ MM__ DD Time : From____________ am/pm to____________ am/pm

Event :

************************************************************************************

☐ Approved
☐ Not approved for: □ Venue already booked □ Maintenance
☐ No detailed competition schedule/course information provided
☐ Insufficient information □ Others_________________________

NOTES :
1. User must present this permit when using the venue.
2. Booking will be cancelled under adverse weather

I agree to observe the regulations governing the use of the University sports facilities.

Applicant’s Signature: __________________________

# Officer In-Charge Signature __________________________

# Date : ______ YY__ MM__ DD

To be filled in by user

 OFFICIAL USE

Date of Use : ______ YY__ MM__ DD Time of Use :

Date of Use : ______ YY__ MM__ DD Time of Use :

Date of Use : ______ YY__ MM__ DD Time of Use :

Venue :

No. of Ppts. : __________________________ Equipment :

#OIC Signature : __________________________ Date# : ______ YY__ MM__ DD

faculty / Club / Society Chop

Faculty / Club / Society Affiliated :

Tel. No. :

Position :

Signature : ______________ Date : ______ YY__ MM__ DD

☐ Approved
☐ Not approved for: □ Venue already booked □ Maintenance
☐ No detailed competition schedule/course information provided
☐ Insufficient information □ Others_________________________

#Officer In-Charge Signature : __________________________

# Date : ______ YY__ MM__ DD

To be filled in by user

Name of Applicant :

Tel. No. :

Faculty Affiliated :

Name of Applicant :

Tel. No. :

Faculty Affiliated :

#OIC Signature : __________________________ Date# : ______ YY__ MM__ DD