

# 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 ( Basketball/ Volleyball/ Badminton ) )
- 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 : \_\_\_\_\_ Staff/Student ID No. : \_\_\_\_\_

Faculty/Club/Society Affiliated : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Position : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_YY\_\_MM\_\_DD

Faculty / Club / Society Chop

**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 ( Basketball/ Volleyball/ Badminton ) )
- Lingnan Stadium ( Whole/ Track)       NA Gym.( Basketball/ Volleyball/ Badminton ) ( Whole/ Half
- U. Soccer Pitch ( Whole/ Half)       UC Gym.( Basketball/ Volleyball/ Badminton ) ( Whole/ Half
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- 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 : \_\_\_\_\_

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**Approved**

**Not approved for** :  Venue already booked     Maintenance

No detailed competition schedule/course information provided

Insufficient information     Others \_\_\_\_\_

PE Unit Chop

**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 : \_\_\_\_\_      Event : \_\_\_\_\_

No. of Ppts. : \_\_\_\_\_      Equipment : \_\_\_\_\_

#**OIC Signature** : \_\_\_\_\_      **Date#** :      # \_\_\_\_YY\_\_MM\_\_DD

Name of Applicant : \_\_\_\_\_  
  
 Tel. No.: \_\_\_\_\_  
  
 Faculty Affiliated : \_\_\_\_\_