

## Booking of Communal Areas 借用公用地方申請

### PART 1 (For Societies Use) 第一部份 (由學會填寫)

Student Club/Society 學會: \_\_\_\_\_

Purpose / Event 借用目的/活動: \_\_\_\_\_

Brief Summary of Event 活動簡述: \_\_\_\_\_

Location# 地點#	Reference no. of Communal Area 公用地方編號	From 由	To 至	Setting required? (subject to availability) 是否需要桌椅? (數量有限)
<input type="checkbox"/> Main Campus 正校校園		Date 日期:	Date 日期:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Jockey Club Campus 賽馬會校園		Date 日期:	Date 日期:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Date 日期:	Date 日期:	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Please choose one campus only 只可選擇一項

Contact Person 聯絡人 \_\_\_\_\_ Position 學會幹事職銜 \_\_\_\_\_

Student no. 學生編號 \_\_\_\_\_ Email 電子郵件信箱 \_\_\_\_\_

Tel. no. 電話號碼 \_\_\_\_\_ Date 日期 \_\_\_\_\_

\* Note 註:

- Please read the "Important notes and regulation" on FMU website before submitting this form.  
請在遞交申請前細閱於校園管理部網頁之「重要事項及規則」。
- This form should reach FMU at least **8 working days in advance**. Contact points of different campuses are as follows:  
學會最遲可於八個工作天前按申請地點把申請表遞交至:

**Main Campus 正校校園:**

Contact Point: Ms Ngai (Tel: 2768 6225)  
email address: [fm\\_sat@ouhk.edu.hk](mailto:fm_sat@ouhk.edu.hk)

**JC Campus 賽馬會校園:**

Contact Point: Mr Johnny Cheung (Tel: 3120 2405)  
email address: [fmujcc@ouhk.edu.hk](mailto:fmujcc@ouhk.edu.hk)

I have read the "Important Notes to Students" and understand that any items found at the communal area(s) on loan after the booking period will be disposed of by the FMU.  
本人已細閱「重要事項」並清楚所有借用期滿之後遺留在公用地方的物品將視作廢物處理。

### PART 2 (For FMU Use Only)

File no. \_\_\_\_\_

\_\_\_\_\_ reserved as requested.

Booking declined.