

**THE OPEN UNIVERSITY OF HONG KONG**  
**Facilities Management Unit**

**Venue Booking Form (For Student Societies)**

*(please see information overleaf before filling this form)*

<b>Particulars of Applicant</b>					
Name of Student Society:					
Name of Contact Person:			Position:		
Tel. No.:		Email:		Date:	
Fax No.:					
<b>Booking Details</b>					
Date of Activity (DD/MM/YY)	Time		Title of Activity/Function	No. of Participants	Room requested (Room No.)
	From	To			
<b>Undertaking of Responsibility</b>					
On behalf of my society/ organization, I agree to abide by the regulations stated overleaf.					
_____		_____		_____	
Name		Signature		Society Chop	
<b>For Office Use Only</b>			<b>Ref. No.:</b>		
<input type="checkbox"/> The above booking is accepted. Rental fee to be charged is HK\$_____. <input type="checkbox"/> The above booking is NOT accepted.					
FMU Staff:			Date :		