



香港公開大學學生會幹事會  
租用校園場地申請表格（學生組織）

遞交申請日期：\_\_\_\_\_

學生組織名稱：\_\_\_\_\_

幹事姓名及學生編號：\_\_\_\_\_ 幹事職位：\_\_\_\_\_

聯絡電話：\_\_\_\_\_ 學生組織電郵：\_\_\_\_\_

租用日期 (日 / 月 / 年)	租用時間		活動目的	參與人數	申請場地 (場地編號)
	由	至			

幹事簽署：\_\_\_\_\_ 學生組織蓋印：\_\_\_\_\_

1. 本表格只用於申請租用導修課室、演講廳及多用途禮堂，申請批核結果將以 Whatsapp 回覆。
2. 各學生組織必須於不少於 3 個工作天前以電郵 (su-shan@ouhk.edu.hk) 或 親臨學生會房 (C0313) 遞交申請表格。
3. 學生組織須根據學生事務委員會 (CSA) 審批之相關活動資助金額以租用導修課室、演講廳及多用途禮堂。
4. 填寫此申請表格代表學生組織已明白並會遵守財務及校園管理部 (校園管理服務) 之租用場地守則 (附件一)。

此部份由學生會幹事會填寫：

- 批准是次申請，是次租用費用為 \_\_\_\_\_。
- 不批准是次申請。

負責幹事姓名：\_\_\_\_\_ 日期：\_\_\_\_\_

## **Venue Booking Regulations**

### **(For Student Societies)**

#### **Terms and Conditions of Hire**

1. The Open University of Hong Kong (referred hereafter as OUHK) has full discretion to accept or reject any booking of venue by any student societies (referred hereafter as the Hirer).
2. The activity to be held at OUHK should be in compliance with the Public Meetings Ordinance stipulated by Hong Kong Police.
3. The Hirer must be the Student Union or student societies recognized by the Student Affairs Office, whose activities to be organized at OUHK must not disrupt the normal operation of the University. The name of OUHK shall not be used under any circumstances in connection with the activities to be organized unless with approval from OUHK.
4. The availability of venue is subject to the booking schedules and internal arrangement. OUHK reserves the sole discretion to cancel confirmed bookings if the venue concerned is requested for official or academic activities. In such case, every effort will be made to find a suitable alternative if there is available.
5. The Hirer's activities shall not pose any nuisance, particularly noise pollution, to the University environment.
6. The stated capacity of the venue should not be exceeded.
7. No goods/articles or services may be sold by the Hirer in the University area.
8. Nothing is to be affixed to walls, ceiling, floors, doors or furniture at the entrance or inside the venue without prior consent of OUHK.
9. Eating or drinking is not allowed in the venue.
10. The Hirer shall be responsible for the conduct of its participants in the venue.
11. Funding for venue bookings should be approved by the Committee of Student Affairs (CSA) or authorized parties in advance.
12. The Hirer should inform SAO if any special equipment in connection with the booking is required.
13. Furniture setting in each venue is fixed. Any re-arrangement of the furniture would be at the discretion of OUHK.
14. Without prior consent of OUHK, no equipment/furniture can be borrowed/re-arranged for use. The Hirer is responsible for maintaining the facilities in their original condition immediately after use.
15. The Hirer shall undertake as to be responsible for any loss of or damage to equipment, furniture and fittings resulting from their use of the facilities.
16. Promotional materials of the activity to be held can only be posted up, displayed, or distributed with prior consent from OUHK.
17. OUHK assumes no liability for injury caused by individuals using its facilities. The hirer bears the liability of having placed appropriate insurance to cover all eventualities for using the venue including but not limited to third parties liabilities, etc.
18. OUHK reserves the right to terminate the use of facilities should the Hirer fail to abide by the regulations.
19. The venue being used must be kept clean and tidy.

#### **Booking Guidelines for Hirer**

1. Booking of venue can be made with a maximum of three months in advance of the activity.
2. All booking requests should be made to Finance and Facilities Management Unit (Facilities Management Services) at 10/F, Cheng Yu Tung Building (Block A) five working days before the booking date.

#### **Arrangements for Adverse Weather**

1. When Typhoon Signal No. 8/Rainstorm Black Signal is hoisted before the commencement of a booking, all venues will be closed and the booking will be cancelled without prior notice to the Hirer. The Hirer should contact OUHK for re-scheduling the activity. Terms listed above will apply to the re-scheduling.
2. When Typhoon Signal No.8 is hoisted during the rental period of the venue, the activity must be terminated immediately and the Hirer must arrange for all participants to leave. No re-scheduling shall be arranged.
3. When Black Rainstorm Warning is hoisted during the rental period of the venue, all participants of the activity are advised to stay until the signal is lowered. No re-scheduling shall be arranged.
4. When Typhoon Signal No.8/Black Rainstorm Warning is lowered before or at 6:30 am of the activity date, all venues will be open as normal.
5. When Typhoon Signal No.8/Black Rainstorm Warning is lowered before or at 12:00 noon of the activity date, venue booked will be available from 2:00 pm and the activity may be held as scheduled. No re-scheduling shall be arranged if the Hirer decides to cancel the activity.