

VTC Halls of Residence (Tsing Yi)
Application for Use of Multi-purpose Rooms,
Room 1226 & Room 1227



SECTION A (To be completed by applicant)

I. Details of Applicant:

Registered Body	Name in English :		
	Name in Chinese :		
	Registration No. (if any):		
	Nature of Business:		
Correspondence Address			
Contact Person	Name (in English)		(in Chinese)
	Position		
Contact Information	Telephone No. :	Fax No. :	E-mail :

II. Type of Room Required:

Type of Room	(Please tick "✓" the type of room required)
G/F, Multi-purpose Room II (\$755/hr*)	
G/F, Multi-purpose Room III (\$340/hr*)	
12/F, Multi-purpose Room IV (\$340/hr*)	
Meeting Room 1226 (\$470/hr*)	
Meeting Room 1227 (\$470/hr*)	

*Remark: * The charge covers rents, the equipment (e.g. AV system), cost of electricity and water charges.*

(a) Additional Equipments (subject to availability) Please specify:

(b) Other Requirements Please specify: _____

(c) Application for Discount (Maximum Discount Rate 50%):

Application nature: Activities for VTC / VTC staffs / VTC students.

Activities held in collaboration with our partner institutions.

III. Purpose of Hire (please attach details): _____

No. of Participants of the function/activity expected:

Fee charged on participants? (Yes/No) _____, if Yes, how much? _____

IV. Proposed Hiring Period:

Date	Period of Time	Total Hours	
	From: To:		
	From: To:		
	From: To:		

V. Declaration of Applicant:

By signing this application form, We, _____ (name of organization/company) undertake to:

- use the hired accommodation for only the specified purpose;
- agree to comply with all regulations and conditions set out for the use of the accommodation (as stipulated in **Appendix I**);
- indemnify the VTC against any damage, loss or injury arising from the use of the above VTC premises; and
- confirm that the information and supporting documents provided to VTC is/are true and correct.

Date: _____

Authorized Signature: _____ (with official chop)

SECTION B

I. Recommendation (To be completed by Halls):

The application is .
Recommended charges of Hire:

Date of Hire Charge	Total Hours	\$ per hour	Others (Please Specific:)	Sub-Total \$	Remarks:
Total:					

Remark: _____

Recommend by: _____ Date: _____
()

II. Approval (To be completed by Fund Controller):

Via
Supported by: _____ Date: _____
()
PSDO

The application is
The application nature is
Approved charges of Hire:

Approved by: _____ Date: _____
()
AD / DISC-SD

FOR OFFICAL USE ONLY

Booking Register Entered	Minor Staff/ Technician Informed	Applicant Notified	Demand Note Issued	Initial & Date

Notes for Application 申請須知

1. Applicants must follow all rules and regulations of VTC Halls of Residence (Tsing Yi). For details, please refer to the “Rules and Regulations” section of our Residence Handbook at Residence Handbook;
借用團體需遵守職業訓練局學生舍堂(青衣)住宿手冊中列出的舍堂使用規則及行為管理規章。詳情請參閱住宿手冊中的「規則及規章」部份;
2. Please submit your application at least three working days in advance
請於最少三個工作天前提交申請;
3. Applicants/guests are required to leave the Halls area before 22:00hrs;
借用團體/訪客需於晚上十點前離開舍堂範圍;
4. Smoking, consumption or storage of alcoholic beverages, and gambling are strictly prohibited in the Halls area;
舍堂範圍嚴禁吸煙; 飲用或管有酒精類飲品 及 進行賭博活動;
5. All applications should be referred by the relevant faculty/department of VTC;
借用團體需由職業訓練局相關的學院/部門轉介申請借用本舍堂的多用途活動室;
6. All payment made is neither refundable nor transferable in case the booking is cancelled by the hirer;
如申請人取消預訂, 所有款項均不予退還或轉讓;
7. If the applicant’s activity/function is terminated due to adverse weather conditions, the applicant shall be entitled to hire the same accommodation on an alternative date. The request for the rescheduling should be made within one month of the original event date;
如果申請人的活動由於惡劣的天氣情況而終止, 則申請人有權在其他日期租用相同的房間。重新安排的請求應在原本活動日期的一個月內提出;
8. Please keep the place tidy and clean before returning the site to the Hall Management Office;
在交還場地予舍堂辦事處前, 請保持地方整潔;
9. Users are expected to manage their own logistic arrangements, with no additional manpower provided by the Halls;
使用者需自行安排活動期間的物流及人力支援, 舍堂並不會提供此等支援;
10. All furniture and equipment are only provided according to their original quantities and condition, users are requested to put them back to their original location after use;
所有傢俱及器材設備只按現場數量及狀況提供, 請使用者在使用後放回原處;
11. The Halls reserves the rights to stop any activities without prior notification if they create unnecessary disturbances to the hall life of the residents; and
如該活動影響宿生在舍堂之日常生活, 本舍堂將保留隨時中止活動進行的權利, 而不作另行通知; 及
12. Users of the Halls’ facilities are required to take all responsible care of the furniture, borrowed items/equipment and other property. Users will be required to compensate the Halls for any loss or damage incurred (plus 30% of administrative overhead cost).
舍堂設施使用者須對傢俱, 借用物品/設備和其他財物負上全部責任。使用者需賠償相關損失或損壞的物品 (另加 30%的行政費用)。