**Hong Kong Baptist University**

**Office of Student Affairs**

**Venue Reservation Form for Student Organisations (SO)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Student Organisation:** | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Person In Charge:** | Full Name: | | | | (Eng) | | | | | | | | | (Chi) | | | | | | | | Student ID: | | |  | |
|  | Position in SO: | | | | |  | | | | | | | | | | | | Contact no.: | | | | |  | | | |
| **Name of Event:** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Event Date & Time:** | From: | | | | | | | | | | | | | | | | To: | | | | | | | | | |
| *(Including setup and reinstatement time)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Venue:** |  | | | | | | | | | | | | | | (^Max capacity: \_\_\_\_\_\_\_\_\_\_ ) *^Info. Available at* [*VFBS*](https://cvfbs.hkbu.edu.hk/booking/) | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **Expected no. of Participants:** | **HKBU Community** | | | | | | | | **Non-HKBU Community\***  *[\*For events involving participants from non-HKBU community, please send the activity proposal to* [*sacla@hkbu.edu.hk*](mailto:sacla@hkbu.edu.hk) *for approval at least 7 days before commencement of the event]* | | | | | | | | | | | | | | | | | |
| **Students:** | | |  | | | | | **Guest Speakers / Trainers:** | | | | | | | | | | | | | | |  | | |
| **Staff:** | | |  | | | | | **Co-organisers:** | | | | | | | | | | | | | | |  | | |
| **Audiences:** | | | | | | | | | | | | | | |  | | |
| **Alumni:** | | |  | | | | | **Press / Media:** | | | | | | | | | | | | | | |  | | |
|  | **Others (please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_):** | | | | | | | | | | | | | | |  | | |
|  | **Total no. of Participants:** | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  |  | |  | | |  | | | | | |  | | | | | | | |  | | | | | |  |
| **Name of guest speakers/co-organisers/press/ media (if any):** | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Roles / involvement of non-HKBU participants in the event:** | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| (E.g. Conducting training for society’s members,  Performing as external guests) | | | | | | | |  | | | | | | | | | | | | | | | | | | |
|  |  | |  | | |  | | | | | |  | | | | | | | |  | | | | | |  |
| **Request for Campus Security Assistance:** | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | |  | | | | | |
|  | Booth / Display | | | | | | Ceremony | | | | | | Competition | | | | | | | | Exhibition | | | | | |
| **Format of Event:** | Forum / Seminar | | | | | | Fund Raising | | | | | | Gathering | | | | | | | | Meeting | | | | | |
|  | Performance / Rehearsal | | | | | | | | |  | | | Sales | | | | | | | | Training/ Workshop | | | | | |
|  | Others, please specify: | | | | | |  | | | | | | | | |  | | | | |  | | | | | |
|  |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| **Nature of Event:**  *(You may choose more than 1 option as appropriate)* | Ability / Skill Enhancement | | | | | | | | | | Academic Enrichment | | | | | | | | | | Internal Affairs | | | | | |
| Art and Cultural Awareness | | | | | | | | | | Charity / Donation | | | | | | | | | | Members’ Welfare | | | | | |
| Civic and Social Concerns | | | | | | | | | | Community Services | | | | | | | | | | Publicity / Recruitment | | | | | |
| Cross-cultural Experience | | | | | | | | | | Fellowship Building | | | | | | | | | | Sports and Recreation | | | | | |
| University-wide Concerns | | | | | | | | | | Others, please specify: | | | | | | | |  | | | | | | | |
| **Objective of Event / Intended outcomes if applicable:** | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*\*SLES Activity Code:** | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | *[\*\*Your event must be recorded on SLES before proceeding with venue booking. Please refer to the* [*SLES user guide*](https://sa.hkbu.edu.hk/cls/f/upload/11143/user%20guide%20for%20society%202022.pdf) *for creation of activity on the system and fill in the activity code in this field.]* | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rundown**  *(You may wish to attach with extra paper if space provided is not enough)* | Start Time | End Time | Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration & Signature** | | | |
| *I declare that the information given above is true to the best of my knowledge. I will be in-charge of the event and will be the contact person for any matters related. I understand that the University has the right to immediately suspend our activity if the precautionary measures are found being violated.* | | | |
| **Signature of Applicant:** |  | **Date:** |  |

For enquiry, please email to [sacla@hkbu.edu.hk](mailto:sacla@hkbu.edu.hk) or call: 3411-5070

*Last updated: 13 Jun 2023*