

**HONG KONG BAPTIST UNIVERSITY**

**Office of Student Affairs**

**Application for Issuance of Door Unlock Cards for SA-managed Activity Rooms**

*Points to Note*

- Applicants are advised to consult SA in advance before booking the venue.
- The application should be made at least three working days in advance. Applications would only be processed after the venue reservation on the Venue and Facilities Booking System is approved.
- Approval of venue reservation shall not imply the approval of the issuance of door unlock cards.
- Please attach **the event rundown** and other documents showing the details of the event, e.g. guest lists.

Applicant Particulars

Name of Office / Student Organization:

\_\_\_\_\_

Name of the Person-in-Charge:

\_\_\_\_\_

Contact Number of the Person-in-Charge:

\_\_\_\_\_

Details of the Event

Name of Event:

\_\_\_\_\_

Event Date(s):

\_\_\_\_\_

Room(s) Requested to Unlock Doors:

\_\_\_\_\_

Justification (*Please attach **event rundown***):

\_\_\_\_\_

By signing on this application, we agree:

- To return the card(s) to the Office of Student Affairs on or before the assigned deadline.
- To bear the cost of \$150 per card for any damages or loss.
- To keep the card(s) in good security and by the designated delegate(s) only.
- To bear responsibilities of the loss and/or late return of the card(s).

Signature of Person-in-Charge

*(Student organizations should also supply the chop.)*

Date

~~For SA Use only~~

Approval	Approval Authority	Approval Date
Approved / Rejected		
Justification		

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~~To be Signed during Receipt~~

Name of the Recipient:

\_\_\_\_\_

Contact Number of the Recipient:

\_\_\_\_\_

Date of Receipt:

\_\_\_\_\_

Deadline for Returning the Card(s):

*(To be filled by SA)*

\_\_\_\_\_

Signature of the Recipient	Signature of SA Staff

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~~To be Signed during Return~~

Date of Return:

\_\_\_\_\_

Signature of the Recipient	Signature of SA Staff