

HONG KONG BAPTIST UNIVERSITY

Office of Student Affairs

Application for Staying Overnight (For Student Organizations' Use Only)

深宵留校申請表 (只供學生組織使用)

Points to Note 注意事項

- For safety and security purposes, members of student organizations who wish to conduct activities overnight in venues managed by the Office of Student Affairs must submit the application form at least 1 working day prior to the beginning of proposed period of staying overnight.
基於安全及保安理由，學生組織成員如需於校園開放時間以外（即晚上 11 時至翌日早上 7 時）在學生事務處管理的場地進行活動，必須於開始深宵留校當日起計最少一個工作日前提出申請。
- Student officers do not need to submit applications to stay in the respective student organization offices.
學生組織幹事可逗留於所屬學生組織辦公室而無須填寫申請表。
- The original and a copy of the approved application forms should be submitted to the Security Control Centre. The applicant should keep a copy for security checks.
經批核之申請表須連同複印本遞交至保安控制中心。申請人應保留複印本，以便保安人員查核。

Section 1: To be Completed by the Applicant 第一部份：由申請人填寫

Information on Application Staying Overnight 深宵留校資料

Date 日期	Time 時間	Venue 地點	No. of Students 人數
To 至	11.00 pm – 7.00 am 晚上 11 時 – 翌日上午 7 時		
To 至	11.00 pm – 7.00 am 晚上 11 時 – 翌日上午 7 時		

Justification 留校理由： _____

Details of All Student(s) Staying Overnight 全部深宵留校學生名單

(Please apprehend additional paper if the space is insufficient 如以下位置不敷應用，請另紙詳列。)

Name 姓名	SID 學生編號	Name 姓名	SID 學生編號

Applicant's Information 申請人資料

(Applicant MUST serve as the student officer of the respective student organization 必須為所屬學生組織幹事)

Name 姓名	SID 學生編號	Student Organization 學生組織	Contact Number 聯絡電話

Section 2: To be Completed by the Office of Student Affairs 第二部份：由學生事務處填寫

Notes on Approval 批核備註：

Checked by 檢查： _____ Approved by 批核： _____ Date 日期： _____

Section 3: To be Completed by the Estates Office 第三部份：由物業處填寫

Received by the Estates Office 物業處確認： _____ Date 日期： _____