HONG KONG BAPTIST UNIVERSITY
ESTATES OFFICE

Ref No: _____

Reservation for Car Parking Space

General Enquiries : 3411 5688 / 3411 5660

Notes:

1. Application should be submitted to the Estates Office (eo@hkbu.edu.hk) during office hours in advance:
   i. **Reservation of 1 to 2 parking spaces: at least 2 working days in advance**; or
   ii. **Reservation of 3 or more parking spaces: at least 7 working days in advance**.
2. Once the vehicle fails to turn up 30 minutes after the indicated time, or the vehicle leaves the reserved space within the period, the reserved space(s) shall be released for other use.
3. To change or cancel reservation, applicant should notify the Estates Office as early as possible.

Reservation Particulars

Purpose / Event _____

Department / Office _____

Date of Reservation _____ (dd) _____ (mm) _____ (yy) Time _____ (from) _____ (to)

Number of Car Parking Space(s) Requested _____

Car Plate Number(s) _____

_____

Car Park

- ❒ Fong Shu Chuen Car Park, Ho Sin Hang Campus
- ❒ Communication and Visual Arts Building Car Park, Baptist University Road Campus
- ❒ Car Park A, Shaw Campus
- ❒ Car Park C, Baptist University Road Campus
- ❒ Car Park B, Shaw Campus

Department / Office Stamp _____

Contact Person _____ Tel./Ext. _____

Department / Office Head's Signature _____ Fax No. _____

(Name: _____) Date _____

Estates Office Use Only

Received on _____ Number of car parking space(s) approved _____

Approved by _____ Department informed on _____