

## 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 2 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兩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。
- Please submit the completed form to the Office of Student Affairs (WLB401) for approval. The form would be forwarded to the Estate Office for further process. Confirmed applicant will receive an email reply from the Security Control Centre.  
請將填妥好的表格交到學生事務處辦公室 (WLB401) 批核，有關表格會被轉往物業處作進一步處理，經物業處核實的申請將會收到由保安控制中心發出的電郵回覆。
- Overnight fees for lighting and air conditioning may be charged.  
有關申請可能會被收取電燈及冷氣費。

**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： \_\_\_\_\_