Hong Kong Baptist University

Office of Student Affairs

**Venue Reservation Form for Student Organisations**

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| Name of Event: |  |
| Name of Organiser:  |  |
| Co-organiser(s), if any: |  |
| Format of Event: | [ ]  Booth / Display [ ]  Ceremony [ ]  Competition [ ]  Exhibition [ ]  Forum / Seminar [ ]  Fund Raising [ ]  Gathering [ ]  Meeting [ ]  Performance / Rehearsal [ ]  Sales [ ]  Training / Workshop [ ]  Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nature of Event:(you may choose for more than 1 option as appropriate) | [ ]  Ability / Skill Enhancement [ ]  Academic Enrichment [ ]  Art and Cultural Awareness [ ]  Charity / Donation [ ]  Civic and Social Concerns [ ]  Community Services [ ]  Cross-cultural Experience [ ]  Fellowship Building[ ]  Internal Affairs [ ]  Members’ Welfare[ ]  Publicity / Recruitment [ ]  Sports and Recreation[ ]  University-wide Concerns [ ]  Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Objective of Event: |  |
| 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.] |
| Event Date and Time: | From |  | To |  |
| *[One hour must be reserved after your event for disinfection. i.e. venue reservation should be till 6pm if your event end at 5pm]* |
| Venue: |  | (Max capacity: | ) |
|  |  | Info. Available at VFBS |
| *Expected no. of Participants [If the event involves no more than 60 participants (with a maximum of 10 EXTERNAL GUEST SPEARKERS), it could be directly approved by Custodian Unit. For events with more than 60 participants or involve EXTERNAL PARTICIPANT(S), justification is needed and approval from University senior management has to be sought which requires longer processing time]*  |
| HKBU Staff / Students: |  | External Participants: |  |
| External Guest Speakers: |  | Total number of participants: |  |
| Pre-register external guests with the Visitor Registration System?  | [ ]  Yes [ ]  No [ ]  N.A.  |
| Total number of participants exceed 50% of venue capacity?  | [ ]  Yes [ ]  No |
| Name of Speaker, if any: |  |
| Invitation of Press/Media:  | [ ]  Yes [ ]  No |  |
| Request for Campus Security Assistance: | [ ]  Yes [ ]  No |  |
| *Social Distancing Arrangement*Not more than 8 consecutive seats are arranged in the same row?Not more than 8 persons in each group/table/booth/counter? Maintain 1.5m distance between groups/tables/booths/counters? |  [ ]  Yes [ ]  No [ ]  N.A.[ ]  Yes [ ]  No [ ]  N.A[ ]  Yes [ ]  No [ ]  N.A |
| All personnel are required to wear face masks at all times?  | [ ]  Yes [ ]  No |
| [Live performers without wearing face masks should have done a rapid antigen test (RAT) every day before entry to the premises. Organisers are required to keep photo proof of relevant performers’ RAT results for checking by the University.] |
| Will food and beverage be provided during the event?  | [ ]  Yes [ ]  No  |
| Hand sanitiser is provided for usage of participants?  | [ ]  Yes [ ]  No  |
|  |
| Other Precautionary Measures against COVID-19, if any: |
|  |
| Rundown(you may wish to attach with extra paper if space provided is not enough) |

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| Start Time | End Time | Details |
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| Declaration: | As an event PIC, 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. Our event would comply with the government and [university’s health and safety guidelines on organising events/shooting activities on campus](https://sa.hkbu.edu.hk/cls/announcement/health-and-safety-guidelines-on-organising-events-shooting-activities-on-campus). I understand that the University has the right to immediately suspend our activity if the precautionary measures are found being violated. |
| PersonIn Charge: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: |  | (Eng) |  | (Chi) | Student ID: |  |
| Position: |  | Contact: |  |

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For enquiry, please email to sacla@hkbu.edu.hk or call: 3411-5070.

Last updated: 9 June 2022