Hong Kong Baptist University

Office of Student Affairs

**Venue Reservation Form for Student Organisations**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | |  |  |  | | --- | --- | --- | | Start Time | End Time | Details | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | |
| Person  In Charge: | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name: |  | (Eng) |  | (Chi) | Student ID: |  | | Position: |  | | | | Contact: |  | | | | | | | | | | | | | | | | | |

For enquiry, please email to [sacla@hkbu.edu.hk](mailto:sacla@hkbu.edu.hk) or call: 3411-5070.

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