**Hong Kong Baptist University**

**Office of Student Affairs**

**Venue Reservation Form for Student Organisations (SO)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Student Organisation:** | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Person In Charge:** | | Full Name: | | (Eng) | | | | | | | | | | | (Chi) | | | | | | | | Student ID: | |  | |
|  | | Position in SO: | | |  | | | | | | | | | | | | | | Contact no.: | | | | |  | | |
| **Name of Event:** | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Event Date & Time:** | | From: | | | | | | | | | | | | | | | | To: | | | | | | | | |
| *(Including setup and reinstatement time)* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Venue:** | |  | | | | | | | | | | | | | | (^Max capacity: \_\_\_\_\_\_\_\_\_\_ ) *^Info. Available at VFBS* | | | | | | | | | | |
| **Expected no. of Participants:** | **HKBU Staff / Students:** | | | | |  | | | | | | **External Guest Speakers:** | | | | | | | |  | | | **External Participants:** | | |  |
| **Total no. of participants:** | | | | | | |  | | | | |  | | | | | | | | | | | | | |
|  |  | | | | | | | | |  | | | | | | | | | | | | | | | | |
| **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 more than 1 option as appropriate)* | | Ability / Skill Enhancement | | | | | | | | | | Academic Enrichment | | | | | | | | | | Internal Affairs | | | | |
| Art and Cultural Awareness | | | | | | | | | | Charity / Donation | | | | | | | | | | Members’ Welfare | | | | |
| Civic and Social Concerns | | | | | | | | | | Community Services | | | | | | | | | | Publicity / Recruitment | | | | |
| Cross-cultural Experience | | | | | | | | | | Fellowship Building | | | | | | | | | | Sports and Recreation | | | | |
| University-wide Concerns | | | | | | | | | | Others, please specify: | | | | | | | | |  | | | | | |
| **Objective of Event / Intended outcomes if applicable:** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
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| **\*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.]* | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- |
| **Rundown**  *(You may wish to attach with extra paper if space provided is not enough)* | Start Time | End Time | Details |
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| **Declaration & Signature** | | | |
| *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. I understand that the University has the right to immediately suspend our activity if the precautionary measures are found being violated.* | | | |
| **Signature of Applicant:** |  | **Date:** |  |

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

*Last updated: 15 March 2023*