

Hong Kong Baptist University
Office of Student Affairs
Student Accommodation Section

SRH/VC 26-0

Application for Bringing in Large* or Electrical Items into the Student Residence

(*With Length, Width OR Depth larger than 1 metre)

A) Resident's Particulars

Name of Resident: _____ Contact No.: _____
Student No.: _____ Room No.: ☐ SRH ☐ VC

B) Particulars of Items

Description of Items	Electrical appliances	Furniture	Volume (cm)	Expected date of removal
1.	☐ (_____kwh)	☐	L____ x W____ x H____	
2.	☐ (_____kwh)	☐	L____ x W____ x H____	

Will the items above be **used** in the a) Hostels? ☐ Yes ☐ No

Remarks: _____ b) Rooms? ☐ Yes ☐ No

C) Declaration

- I understand that I am allowed to bring in the above item(s) **tentatively** and I will follow the instructions of the security guards and complete this record.
- I understand that the approved item(s) must be placed and used at the designated location. Otherwise, the item(s) will be confiscated and future application may not be accepted.
- I understand that I am responsible for informing my roommate(s) that the item(s) will be placed and used at our room.
- After reviewing by the Hostel Management, I understand that I might be asked to stop using and remove the item(s) from the Hostels based on safety and security reasons.
- I agree to respect and follow the orders of the Hostel Management and follow the rules and regulations of the Hostels. I will pay attention to safety and use the item(s) in a proper and lawful manner.
- I agree to provide proof to fulfil the safety standard as required by the Hostel Management. For example, fire resistance proof for the mattress and the upholstered furniture. Failing which the items may not be allowed to be brought into the Hostels.
- I understand that the University will not be responsible for any loss or damage resulted from the use and/or storage of the above item(s).
- I understand that I must claim my items, whether approved or rejected, within **one week** of receiving the confirmation notification. Otherwise, the Hostel Management reserves the right to dispose of the items without prior notice and will not be responsible for any loss resulting from such actions.

D) Privacy Policy

Please refer to <https://bupdpd.hkbu.edu.hk/policies-and-procedures/pps-pics/>

Signature: _____ Date: _____

I hereby confirm that the item(s)
has/have been retrieved in good
condition

Sign to confirm when claiming the item(s)

Signature: _____

Date: _____

Office Use Only

申請表遞交日期: _____ 負責職員/保安: _____ 物件儲存位置: _____
申請結果(附原因): _____ 審批職員: _____ 審批日期: _____
領回物件日期: _____ 負責職員/保安: _____