



石門校園張貼海報/通告申請表
Request for Posting of Posters / Notices on Shek Mun Campus

申請人姓名
Name of Requisitioner : _____ 英文 (English) _____ 中文 (Chinese) _____

聯絡電話
Contact No. : _____

所屬學會/部門
Name of Club/Society/Division : _____

海報/通告主題
Subject of the Poster/Notice : _____

張貼日期 #3
Posting Period : 由 From _____ 至 To _____
(DD / MM / YYYY) (DD / MM / YYYY)

申請人簽署
Signature : _____ 日期 Date : _____ / _____ / _____
Name: _____

簽署
Endorsed by #1 : _____ 日期 Date : _____ / _____ / _____
有關課程 / 部門 / 學生發展中心負責人
Authorized Person of relevant Programme / Section / Student Development Centre

姓名
Name in Block Letter : _____

- #1 申請表必須經大學/學院有關課程/部門/學生發展中心之負責人簽署; 如申請人為學生組織, 請在申請表蓋上所屬學會之印鑑。
Application should be endorsed by the Authorized Person of relevant Programme / Section or Student Development Centre of the University / College. For application from Student Organizations, the request should bear the official chop of relevant organizations.
- #2 完成簽署後, 請於擬張貼日期前**最少三個工作天**將此申請表連同擬張貼之海報/通告的正本遞交至石門校園地下學院詢問處或投遞至 13 樓校園行政組之文件收集箱內。
Please submit this form after endorsement and stamped, together with the posters / notices to be posted to the Information Counter on G/F or the Collection Box of General Administration Section located at 13/F Lobby **at least three working days** before the proposed posting date.
- #3 **張貼時間最長只限兩星期**。學院並會因應壁佈板之使用情況決定可張貼之海報/通告數量及位置(位置為 1 樓至 4 樓升降機大堂圓柱) / 地下至 11 樓升降機大堂 (3 樓除外) 及於屆滿日期後移除而不另行通知。
The period for posting of poster / notice is limited to 2 weeks only. Depending on the space available, the College will decide the exact quantity of poster / notice to be posted and location of posting (locations : 1/F - 4/F Pillars at lift lobby areas; G/F to 11/F Lift Lobby Area (except 3/F Lift Lobby)). All expired posters / notices will be removed without prior notice.
- #4 海報/通告的面積不可大於 A3 面積。
Size of material: should not exceed A3 size.
- #5 學院保留最終批准張貼海報/通告申請之權利, 未經批准張貼之海報/通告將被移除。
All applications of posting of posters / notices are subject to the final decision of the College. The unauthorized materials will be removed without prior notice.

For GAS Use Only

Date Received : _____ Posting period : _____

Handled by : _____ Posted on : _____

Confirmed by : _____