

**Hong Kong Baptist University**  
**Office of Student Affairs**  
**Undergraduate Halls**

**Application Form for Bed Extension**

**Guidelines on Reservation:**

1. The dimension of bed extension is **80 cm (L) X 36 cm (D) X 42.5 cm (H)**. It is designed for resting legs during bedtime. No one shall ever step on a bed extension.
2. Each resident may apply for **ONE** bed extension only.
3. Only residents taller than 180 cm are eligible for bed extensions.
4. Reservations are made on a **first-come-first-served** basis (while stock lasts).
5. This application form should be submitted to the G4 Service Counter for approval at least **3 working days** in advance.
6. The bed extension can only be placed inside the room of the applicant.
7. Please check carefully the condition of bed extension. The applicant is responsible for any damage to or loss of the bed extension.
8. Applicant has to return the bed extension in good condition **7 days before check-out date**.

Name of Applicant: \_\_\_\_\_ Student No.: \_\_\_\_\_

Room No.: S/N \_\_\_\_\_ L/R/A/B/C Contact No.: \_\_\_\_\_ Height: \_\_\_\_\_ cm

Reason for Application: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Declaration: I agree to abide by the guidelines outlined herein, failing which I understand that the management may redeem it anytime without notice. Restitution charge of up to \$3,000 per piece may apply in case of any damage to or loss of bed extension.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Hall Tutor: \_\_\_\_\_ Floor: N/S \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation of RCO: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**Office use only:**

- |   |   |
|---|---|
| 1) SHO: <u>Endorse / Not endorse</u> Sign: _____ Date: _____  | 4) Record to HIMS by: _____ Date: _____ |
| 2) ASHM: <u>Approve / Not approve</u> Sign: _____ Date: _____ | 5) Item returned by: _____ Date: _____  |
| 3) Item out by: _____ Date: _____                             | 6) Charges: Total: _____                |
| 7) Bed Extension No.: _____                                   |   |