



# Hong Kong Baptist University

## Office of Student Affairs

### Undergraduate Halls

#### 借用舍堂組物品申請表

## Application to Borrow Items from Undergraduate Halls

For Hall Tutors &  
Hall Councils only

### Guidelines on Borrowing Items from Undergraduate Halls:

1. Items should be used for hall activities organized by Hall Tutors and Hall Councils only.
2. Application must be submitted no more than 30 days before the date of the intended activity. Approval is given on first-come-first-served basis. Loaned items are limited to the list below.
3. Each organization shall submit ONE application for a single session only. Applicants may be requested to return the loaned items earlier to facilitate subsequent bookings.
4. Applicants shall check the condition of loaned items before use. Penalty charge shall be levied in case of damage or loss of loaned items.
5. All loaned items (except canopy, stationery, computer appliance, extension cord, portable first aid kit and trolley) **shall not be used outside Hall area.**
6. Applicants shall come to G4 Office in person to submit application, collect and return the loaned items during office hours. **All loaned items must be returned on the following day after the activity.**

### Application Details :

Hall: Cai / Soong / Yang / Zhou Organization: HC/ HT  
Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
Room: \_\_\_\_\_ Contact No: \_\_\_\_\_  
Borrowing Date & Time: \_\_\_\_\_ Place of Use: \_\_\_\_\_  
Returning Date: \_\_\_\_\_ Function Name: \_\_\_\_\_

I understand and will follow the instruction listed above.

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

### 借用物品 Loan Items : (Please indicate the number of loan items requested)

	Stock	Request	Approved		Stock	Request	Approved
<b>文具 Stationery:</b>				<b>電腦用品 Computer:</b>			
切紙板 Cutting Mat	1			可攜式投影機 Portable Projector	1		
開紙機 Paper Cutter	1			活動螢幕 Portable Screen	1		
切紙機 Paper Cutter (slide)	1			<b>其他 Others:</b>			
電動釘書機 Electric Stapler	1			帳篷 Canopy	10		
釘槍 Stapling Gun	1			演講台 Stage (紅色 red)	4		
(連同專用釘書釘 with designated staples)				指示牌 Signage stand (A3)	2		
<b>電器 Electrical Appliances:</b>				白板 White board (Rm 101-2)	2		
拖板 Extension cord:				白板 White board (Rm G9)	1		
單頭 with 1 socket (5M)	1			藍色展板 Display board ( blue)	4		
3頭 with 3 sockets (30M)	2			椅子 Chairs (G9)	130		
4頭 with 4 sockets (3.5M)	2			椅子 Chairs (114)	100		
4頭 with 4 sockets (3M)	2			長枱 Tables (2.5' X6')	10		
4頭 with 4 sockets (2.5M)	2			流動藥箱 Portable First Aid Box	2		
6頭 with 6 sockets (3M)	1			沙包 Sand Bag	15		
流動射燈 Portable Spotlight	2			籠車 Logistics Trolley	2		
對講機 Walkie-talkie	1對						
單頭電磁爐 Induction Cooker	4						
(不可以在114室及G9室使用)							

### Office Use Only

Endorsed by RC/SHO: \_\_\_\_\_

Set-up:  G4  Security: \_\_\_\_\_ (date)/ \_\_\_\_\_ (time)

(Green)

同學簽收: \_\_\_\_\_ 日期: \_\_\_\_\_

交還 G4: \_\_\_\_\_ 日期: \_\_\_\_\_

UGH - Borrow Items (Sep 2016)