



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, portable 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
文具 Stationery:				外置用品 Portable Appliance:			
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			其他 Others:			
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)				白板 White board (Rm 101-2)	2		
電器 Electrical Appliances:				白板 White board (Rm G9)	1		
拖板 Extension cord:				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)	8			椅子 Chairs (114)	100		
流動射燈 Portable Spotlight	2			長枱 Tables (2.5' X6')	10		
單頭電磁爐 Induction Cooker	4			流動藥箱 Portable First Aid Box	2		
(不可以在114室及G9室使用)				沙包 Sand Bag	15		
				籠車 Logistics Trolley	2		

Office Use Only

Endorsed by RCO/SHO: _____

Set-up: G4 Security: _____ (date)/ _____ (time)

(Green)

同學簽收: _____ 日期: _____

交還 G4: _____ 日期: _____