

Hong Kong Baptist University

Office of Student Affairs

Undergraduate Halls

Floor Lounge & 19/F Sky Lounge Reservation Form

Guidelines on Reservation:

1. This form must be completed and returned to the G4 Service Counter at least 3 working days but not more than 14 days before the date of the intended event.
2. Applicant will be responsible for the safety of participants, and make sure no one climb or sit on the parapet wall, nothing is placed on top of the wall, rubbish is disposed of properly and furniture is returned to its original position after use.
3. For BBQ in Sky Lounge, users shall keep the entrance door to the Sky Lounge closed during the event and lower the voice level so as not to disturb other residents.
4. The Sky Lounge may be closed as and when deemed necessary by the Hall Management.
5. For Hot Pot in floor lounges, it must be a floor activity and organized inside the floor lounges.
6. Applicant will make sure that residents abide by the Hall Rules and Regulations, and that all non-residents will leave the halls by end of the visitation hours (11pm).

Name of Applicant: _____ Student No.: _____
(HT for hot pot)

Contact No.: _____ Room No.: _____

Event Date : _____ Event Time : 2pm – 6pm 7pm – 10:45pm

Reservation for : BBQ: SBBQ2 NBBQ2
Hot Pot: Floor Lounge (N/S _____) (floor activity only)
Reservation of Induction Cooker (Hot Pot Only): x1 x2

Name of Participants: (for BBQ only)							
	Student Name	Student ID	Room No.		Student Name	Student ID	Room No.
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Applicant's signature: _____ Date: _____

Name of Hall Tutor: _____ Floor: N/S _____ Signature: _____ Date: _____

RCO Signature (For hot-pot only): _____ Date: _____

Office use only:

1) Venue OK by: _____ date: _____ 2) HT signature OK by: _____ date: _____ 3) Participant OK by: _____ date: _____

4) SHO: Approve / Not approve Signature: _____ Date: _____

5) Confirmation Issued by: _____ Date: _____ 6) Copied to security guards: by: _____ Date: _____