

**HONG KONG BAPTIST UNIVERSITY**  
**Office of Student Affairs**  
**Undergraduate Halls**

**Application for Display of Promotion Banner**

**Rules on Banner Reservation**

1. This application form should be submitted to the G4 Service Counter for approval at least 3 working days in advance of the display period.
2. Eligible applicants include Hall Councils, staff of UGH in charge of joint-hall activities, registered student organizations and University Dept./Offices. Hall Councils and Hall Life Team staff shall have higher priority to facilitate their promotion of hall life activities.
3. At any time, only one banner maybe hoisted up for a single activity.
4. Each banner location maybe initially reserved for a period of 2 weeks.
5. In the absence of application for the same banner location by other parties, the original reserving party may extend the reservation for another two weeks by submitting a new application.
6. There is no limit on the number of renewal applications but the same banner shall NOT be hoisted for more than 2 months.
7. In the event that a banner is hoisted in the Courtyard, whenever there is another activity going on at the place, the banner maybe temporarily covered up or taken down. It will be reinstated after that other activity has finished.
8. No commercial promotion materials would be allowed.
9. The design of the banner should be attached with this form for record.
10. The applicant will be responsible for hanging up and removing the banner on the first and last day of display period respectively.

**A) Applicant's Particulars:**

New Application  1st / 2nd / 3rd Extension

Name of Student Organization/ Department: \_\_\_\_\_

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

Position: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Period of Display: From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ days)

**B) Location of Banner Display:**

- Wall of the stage at courtyard (max size: 8' (H) x15' (W))
- Wall of North Tower facing Chinese Medicine Building (max size: 115" (H) x 86" (W))
- Wall of G9 facing the lawn (max size: 138" (H) x 47" (W))

I have read the above guidelines and agree to abide by the instructions.

Signature of the Applicant & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

**Approved / Not Approved**

\_\_\_\_\_  
Undergraduate Halls

\_\_\_\_\_  
Date

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