

借用音響器材申請表  
**Application for Public Address Equipment**

**Guidelines on Application and Sound Level Management:**

- Public Address equipment of Undergraduate Halls should only be used within Hall area. (except Portable Amplifier)
- Cables of Public Address equipment are fixed. Dismounting or reconnection is not allowed.
- Heavy metal or rock band performance is NOT allowed in the Halls.
- NO outside sound equipment should be brought into the Halls without advance approval from the Hall Management.
- Use of hall venues by outside (non-Hall) parties must be reserved by the outside parties and approved by the Assistant Student Housing Manager in advance.
- Musical activities including rehearsals should not start before 12:00 noon and must end before 10:45 pm on weekdays. And the length of rehearsals with public address system should be restricted to 2 hours.
- To follow our regulations on Quiet Hours, all activities should end on or before 10:45 pm. Equipment should be returned to G4 on or before 10:55 pm.
- The PA system, after tuning by staff of G4 Service Counter before the reserved activity, will be locked up throughout the reservation. This is to prevent damage of the PA system due to mishandling and therefore fatal disruptions to subsequent bookings and activities.
- Staff on duty would help to monitor the noise generated by activities going on in the Halls and ask the organizers-in-charge to reduce their sound level upon receipt of **valid complaints\*** from residents.  
{\* Basis for sound level management:  
Based on guidelines of Environmental Protection Department (strictest reference)  
**11 pm to 7 am** - No noise should be heard by any residents in their rooms  
**7 am to 11 pm** - Sound should not be more than 10dB (A) above the prevailing background noise level, measured at 1 metre away from the external wall of the hall building. For record purpose, the respective Resident Coordinator in the event should, after receiving complaint, start to measure and record the noise level with the dB meter at one-hour intervals. And each measurement should be a weighted-average of sound generated over 15 minutes.}
- The organizer will be responsible for any loss or damage of equipment borrowed or any make good cost for cleaning incurred due to misuse of venue or equipment.

**Application Details :**

Hall:	Cai / Soong / Yang / Zhou	Organization:	HC/ HT
Name:	_____	Student No.:	_____
Room:	_____	Contact No:	_____
Place of Use:	_____	Borrowing Date:	_____
Date of Use:	_____	Returning Date:	_____
Time of Use:	_____ to _____	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)

Equipment:	Stock	Request	Approved	Equipment:	Stock	Request	Approved
1. G9音響系統 PA System in G9	1	_____	_____	10. 投影機 Projector - for Room 101 & 102	1	_____	_____
2. 無線咪 Wireless Mic - for G9	2	_____	_____	11. 坐地咪架 Mic stand (floor)*	4	_____	_____
3. 投影機 Projector - for G9	1	_____	_____	12. 坐枱咪架 Mic stand (table)*	3	_____	_____
4. 114音響系統 PA System in Room 114*	1	_____	_____	13. 小露寶 Portable Amplifier (連無線咪 with wireless mic)	2	_____	_____
5. 無線咪 Wireless Mic - for Room 114*	2	_____	_____				
6. 投影機 Projector - for Room 114*	1	_____	_____				
7. 廣場音響系統 PA System in courtyard	1	_____	_____				
8. 無線咪 Wireless Mic - for courtyard	2	_____	_____				
9. 有線咪 wired mic*	2	_____	_____				

**Office Use Only**

Endorsed by RCO / SHO: \_\_\_\_\_

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

同學簽收: \_\_\_\_\_ 日期: \_\_\_\_\_

交還 G4: \_\_\_\_\_ 日期: \_\_\_\_\_