

**Hong Kong Baptist University
Office of Student Affairs
Undergraduate Halls**

**Venue Reservation Form
(for Residents and Student Organizations)**

Guidelines on Reservation:

1. Priority would be given to hall activities. Approval is given on a **first-come-first-served** basis.
2. Users should take care of all facilities and return them in good condition after use. The applicant will be held responsible for any damages of property or breach of the guidelines herein, including compensations and suspension of use.
3. No outside electrical appliance / sound equipment shall be brought into the Halls without advance approval.
4. **Bookings should be made by the user or organizer directly.** 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. Upon approval, a charge on the use of the venue and any ancillary equipment will apply.
5. Cooking is **NOT** allowed (except with advance approval and within Courtyard)
6. Dining tables / chairs shall remain in Courtyard in absence of major conflict.
7. 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.

Venues	Guidelines
8. Rm. 105, 115, S1926, N1926	<ul style="list-style-type: none"> • Reservation by residents shall be submitted at least 3 calendar days in advance but not more than 14 days before the date of the intended activity • At least 5 residents' names and student ID number shall be listed on the application form • Reservation of each venue shall not exceed 4 hours for a single event • For S1926 / N1926 reservations, only open between Sep - Oct & Jan - Mar, and quiet meetings / activities are allowed
9. Rm. 114 (at least 20 participants, for residents only)	<ul style="list-style-type: none"> • Reservation by residents shall be submitted at least 3 calendar days in advance but not more than 30 days before the date of the intended activity • At least 5 residents' names and student ID number shall be listed on the application form • Reservation of each venue shall not exceed 4 hours for a single event
10. Rm. G9* , Courtyard * (for student organization only)	<ul style="list-style-type: none"> • Reservation shall only be submitted 3 calendar days before the activity • Each organization can submit 1 session (max 3 hrs) in a week (Mon-Sun) • Endorsement of SA is required for reservations by student organizations

Guidelines on Public Address Equipment and Sound Level Management:

1. Heavy metal or rock band performance is NOT allowed in the Halls.
2. Cables of Public Address equipment are fixed. Dismounting or reconnection is not allowed.
3. NO outside sound equipment should be brought into the Halls without advance approval from the Hall Management.
4. All Public Address equipment borrowed can only be used within Halls area.
5. 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.
6. 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.
7. To follow our regulations on Quiet Hours, all activities should end on or before 10:45 pm. Equipment should be returned to the G4 Service Counter on or before 10:55 pm.
8. 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.
9. 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. }

Application Details:

Name of Applicant: _____ Student No.: _____

Reservation for: Room 105 / 114 / 115 / S1926 / N1926 / G9* / Courtyard*

Contact No.: _____ No. of Participants: _____

Period of Use: (Date) _____
 (Time) _____ to _____

Name of Activity: _____

Any Music Performance? Yes / No Is the activity open to non-BU members? Yes / No

Any Outside Electrical Appliance / Sound Equipment? Yes^ / No (^ If yes, please provide a list of electrical appliance / sound equipment with power outputs for approval.)

Any media / press will be invited? Yes / No

Name of Participants :

	Student Name	Student No.	Room No.
1			
2			
3			
4			
5			

* For Reservations of G9 and Courtyard Only	
Name of Organization:	_____
Organization Stamp:	_____
SA Endorsement:	_____

Declaration: I agree to abide by the guidelines outlined herein, failing which I understand that approval of this reservation may be revoked without advance notice.

Applicant's Signature : _____ Date of Application: _____

Public Address Equipment:

Loan Equipment:

	Stock	Request	Approved
1. PA System in G9	1	_____	_____
2. Wireless Mic - for G9	2	_____	_____
3. Projector - for G9	1	_____	_____
4. PA System in Room 114	1	_____	_____
5. Wireless Mic - for Room 114	2	_____	_____
6. Projector - for Room 114	1	_____	_____
7. PA System in Courtyard	1	_____	_____
8. Wireless Mic - for Courtyard	2	_____	_____
9. Wired Mic	2	_____	_____
10. Mic Stand (floor)	3	_____	_____
11. Mic Stand (table)	3	_____	_____
12. Table - for G9, Courtyard, Room 114	10	_____	_____
13. Chairs - for G9, Courtyard, Room 114	100	_____	_____

同學簽收: _____ 日期: _____ 交還 G4: _____ 日期: _____

Office use only: 1) Venue OK/ input by: _____ Date: _____ 2) No. of participants OK by: _____ Date: _____
 3) SHO Approve / Not approve Sign: _____ Date: _____ ASHM: Approve / Not approve Sign: _____ Date: _____
 4) Confirmation issued by: _____ Date: _____ 5) Copied to security guards: by: _____ Date: _____
 6) Set-up G4 Security: _____ (date) / _____ (time) 7) Equipment endorsed by SHO/ASHM: _____