

# Booking Form for a Classroom (Classroom Wing) ①

Date of application: \_\_\_\_\_

<b>Date, Time &amp; Duration</b>	<b>Activity Name</b> (with brief description)	<b>Organizing body</b> [with Person-in-charge (PIC name) and contact details]	<b>Approval by School Principal</b>
Date: _____ Time: _____ From _____ to _____ Duration - _____ Preparation: _____ hours Event: _____ hours Clean up: _____ hours	Name: _____ Brief Description: _____ _____ _____	Organization /Group: _____ _____ PIC Name: _____ Contact Person: _____ Contact details: _____ PIC's signature: _____	<input type="checkbox"/> Approved with standard rate <input type="checkbox"/> Approved with concessionary rate <input type="checkbox"/> Not approved Signature: _____ _____

**Air-conditioning** (please ✓ in the plan you requested):

1. Rent (WITH air conditioning)   
(Standard charge : HK\$320/2 hrs; Approved concessionary rate: HK\$190/2 hrs)
2. Rent (WITHOUT air conditioning)   
(Standard charge : HK\$270/2 hrs; Approved concessionary rate: HK\$140/2 hrs)

**AV equipment** (please ✓ in the plan you requested):

Equipment / Support				
Plan	1 Wired Microphone	LCD Projector and Projection screen (Standard charge : HK\$100/hour; Approved concessionary rate: HK\$50/hour)	Computer ②	On-site technical support ③
A	✓	✗	✗	✗
B	✓	✓	✗	✗

1. Plan A
2. Plan B

## Other facilities required ④

- Remarks:
- ① After completing the form, please return it by email to BOTH [wahyan@wahyan.edu.hk](mailto:wahyan@wahyan.edu.hk) and [connielin@wahyan.edu.hk](mailto:connielin@wahyan.edu.hk).
  - ② Please bring your own computer for plug-in
  - ③ There is no on-site technician in our school during non-school hours. Site visit and equipment testing during school hours is welcomed. A 45-minute training course for proper use of AV equipment can be provided during school days from 0830 to 1600 hours inclusive. Alternatively, video tutorial links will be given for reference.
  - ④ Due to the limited number of parking space in our carpark, parking is normally not available for the event.

## Terms of Use

1. At the end of the using period, the user shall restore the premises to its original condition. The user shall be liable for any damage caused to the premises during the course of its use.

2. During the course of using the premises, the user shall comply with all applicable laws of Hong Kong. The College shall not be liable in any way for the breach of any applicable law by the user.

I agree to the above terms of use.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_