

Booking Form for a Classroom (Classroom Wing) ①

Date of application: _____

Date, Time & Duration	Activity Name (with brief description)	Organizing body [with Person-in-charge (PIC name) and contact details]	Approval by School Principal
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 and kellyleung@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.