



# Venue Reservation for Recreation Centre

## Applicant's Details

Department/ Office/ Organization:			
Name of Applicant:		Staff/ Student No:	
Telephone:		Mobile Phone:	
Email:			

## Booking Details (Available for booking on Mon-Fri 10:00-18:00)

Purpose:			
Date:			
Time:			
No. of participants:			
Room Requested:	<input type="checkbox"/> Room A	<input type="checkbox"/> Room B	

Remarks:

1. **Only light snacks and drinks are allowed** in Recreation Centre.
2. Bookings can be made **not more than three months** in advance.
3. To use audiovisual equipment, please contact Reception Counter.
4. After checking the availability, please fill in the form and hand in to Reception Counter or by email (chap\_rc@hkbu.edu.hk). The booking should be regarded as completed after receipt of confirmation from Recreation Centre. For enquiry, please contact 341 15028.

Signature (and Stamp): \_\_\_\_\_

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

### For Office Use

Approved

NOT Approved

Handled by: \_\_\_\_\_

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