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**聯合書院膳堂管理委員會**
**United College Canteen Management Committee**
**會員借用聚賢軒(教職員飯堂)申請表**
**UC Staff Canteen Booking Form**

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借用須知
1. 聚賢軒(教職員飯堂)只借予聯合書院書院生活委員會及教職員聯誼會會員舉行活動。
2. 申請必須於活動日期前最少兩星期經書院輔導處向本委員會提出。如獲批准，會員須自行與膳堂承辦商洽商具體安排及要求。
3. 借用範圍不能超過飯堂一半面積，以便其他教職員仍可使用飯堂服務。
4. 負責借用場地的會員須控制人客的行為和活動聲浪，以免對其他教職員造成太大的滋擾。
5. 租用會員或單位不得於本飯堂內進行任何違法或不利於國家安全的行為或活動。如有涉嫌違規，本院膳堂管理委員會有權即時終止活動，會員將會被禁止日後使用本飯堂設施，個案亦會交由執法部門跟進。
6. 膳堂管理委員會視乎場地安排及活動性質而作個別考慮。

**<u>Notes:</u>**
1. Only members of the College Staff Common Room and the College Staff Association may reserve the College Staff Canteen for private functions.
2. All applications must be made at least 2 weeks in advance of the function date. Members should contact the caterer directly for the detailed function requirements once the booking is approved.
3. Not more than half of the Staff Canteen will be reserved for private function.
4. Member responsible for organizing the function should ensure that the function will not cause any inconvenience or nuisance to other members using the canteen.
5. Any act or activity that is illegal or prejudicial to national security is prohibited in the Staff Canteen. In case of any suspected violation, the Canteen Management Committee reserves the right to terminate the activity immediately. The member will be prohibited from using the facilities of the Staff Canteen in the future and the case will be handed to the law enforcement agencies for follow-up.
6. Confirmation of booking is subject to canteen availability and the nature of the function.

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| 負責會員姓名 Name : | 會員編號 Membership No. : |
| 所屬部門 Department : | 聯絡電話 Contact No. : |

電郵地址 Email :

借用日期及時間 Date and Time :

活動名稱及性質 Nature/Name of Function :

預計出席人數 Expected No. of Participants :
(以不超過80 人為限) (Not more than 80)

申請日期 Date of Application :

負責會員簽署 Signature :

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以下由書院膳堂管理委員會填寫
To be completed by the College Canteen Management Committee：

☐ 批准 Accepted          ☐ 不批准 Not Accepted

膳堂管理委員會秘書簽署                               日期
Signature          : _____          Date：_____

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