聯合書院膳堂管理委員會
United College Canteen Management Committee
借用學生飯堂申請表
UC Student Canteen Booking Form

借用須知
1. 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。
2. 膳堂管理委員會將按申請之先後次序及活動性質而作個別考慮。
3. 借用範圍不能超過飯堂一半面積，以便其他學生仍可使用飯堂服務。
4. 負責借用場地的學生團體須於活動舉行時,在門外公佈活動名稱及主辦團體。主辦團體必須負責控制人客的行為和活動聲浪，以免對其他使用造成太大的滋擾。
5. 租用團體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，租用團體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. 如獲批准，學生團體須自行與膳堂承辦商洽商具體安排及要求。

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

學生團體 Name of Student Organization: _____

負責人姓名 Contact Person: _____

電郵地址 Email : _____

聯絡電話 Contact No. : _____

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 : _____

申請日期 Date of Application : _____

負責人簽署 Signature : _____

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：_____