



東華學院 TUNG WAH COLLEGE

Application Form of Using BBQ Site 借用燒烤園地申請表

To: Facilities Management Office

致: 校園設施管理處

Name of Applicant :

申請人姓名

Student/Staff ID :

學生証/職員証編號

Booking Date :

申請日期

Booking Time :

申請時段

Date of

Application :

聯絡電話

填表日期

Opening Hours of BBQ Site 燒烤園地開放時間

Opening Hours 開放時間	
Monday to Friday 逢星期一至五	6 p.m. to 9 p.m. 下午 6 時至晚上 9 時
Saturday 逢星期六	2 p.m. to 7 p.m. 下午 2 時至晚上 7 時

General Guidelines 借用細則:

- Bookings will only be accepted **in person** one to fourteen days in advance at Facilities Management Office located at 11/F, Tower B, 98 Shantung Street, Mongkok (MKB). The opening hours is 11am – 12:30pm & 2:30pm – 4pm from Mondays to Fridays. 申請人需於星期一至五上午十一時至中午十二時三十分及下午二時三十分至四時正親臨校園設施管理處(旺角山東街 98 號 11 樓)預訂一天後至十四天內的場地。
- Each individual user can book once a week. Each booking is limited to 3 hours from Monday to Friday and 5 hours on Saturday. 每人每星期最多可借用場地一次。星期一至五使用上限為每日三小時，星期六則為 5 小時。
- All users should be full-time students or staff of Tung Wah College, the minimum number of users (including the applicants) allowed in the BBQ site should be 4 people but should not be more than 20 people. 使用場地人士須為全日制學生或職員，而每次人數連同申請人在內不少於 4 人，但不可超過 20 人。
- All venue bookings are on first-come, first-served basis. 場地借用以先到先得為申請機制。
- Each individual user should take up a booked session within 15 minutes of the start of the session, otherwise, the booking will be cancelled. 借場者須按照借用時間入場，逾時十五分鐘仍未到場者，其使用權將被取消。

[All applicants should read and agreed to the terms and conditions of the Points to note on using the BBQ site before application submission.] [申請人於提交申請前，請詳閱“借用燒烤園地須知”，並明白及同意遵守有關守則。]

Internal Use Only 只供內部填寫

Ref. No. 檔案編號 : _____

Booking Date :

燒烤園地借用日期

Period :

借用時段

*Mon / Tue / Wed / Thur / Fri (6p.m. – 9p.m.)

星期一/二/三/四/五*下午 6 時至晚上 9 時

* Delete whichever is inappropriate.

請刪去不適用者

Date of

Confirmation:

確認日期

Sat (2p.m.– 7p.m.)

星期六下午 2 時至晚上 7 時

Tick as appropriate. 請剔上適用者

Facilities Management

Office 校園設施管理處

Confirmed by 確認:

Handled by

負責職員:
