

Multi-purpose Combat Sports Room (F0901, F0902) Booking Form

Part A: Particulars of Applicant (Required)				
Name:		School/Office:		
Post:		Tel. No.:		
Part B : Booking Details (Required)				
Date Requested (DD/MM/YYYY)	Venue (F0901/F0902)	Time Requested		Purpose
		From	To	
Part C: Person In Charge (Required)				
Full Name:				
Staff/Student ID:				
Email:				
Tel. No.:				
<ul style="list-style-type: none"> The person in charge is required to present their Staff/Student ID card at the Information Centre (F0917) for registration and room access assistance. For activities organised by students, please submit the participant list at least 7 working days prior to the event. Failure to comply will result in the cancellation of the booking. 				

Part D: Loan of Equipment (Optional)			
Multi-purpose Combat Sports Room A (F0901)		Multi-purpose Combat Sports Room B (F0902)	
<input type="checkbox"/> Projector		<input type="checkbox"/> 20 yoga mats (subject to availability)	
<input type="checkbox"/> Computer			
<input type="checkbox"/> Two handheld microphones			
<input type="checkbox"/> AV system			
Part E: Furniture and Set Up Arrangement (Optional)			
Information below is for SAO's reference only. Once your booking is confirmed by SAO, please send your furniture request to FMO - Hong Yip at hkmumc@hongyip3.com .			
Item	Qty	Location	
Endorsed by:			
Name:		Tel. No.:	
Post:		Signature:	

(Assistant Manager Grade or equivalent or above)

Please submit the completed form to the Student Affairs Office (Sports and Physical Education) via email at saosw@hkmu.edu.hk.

For Office Use Only		
<input type="checkbox"/> The booking request *is/ is not approved. <input type="checkbox"/> The equipment loan request *is/ is not approved.		
*Delete as appropriate		
	Handled by:	Approved by:
Name and Signature:		
Date:		

Important Notes

1. Opening hours of F0901 and F0902:

Mondays to Fridays: 10:30am – 9:30pm

Saturdays: 10:00am – 7:00pm

Closed on Sundays and Public Holidays

2. To enquire about room availability, please email saosw@hkmu.edu.hk.
3. All applications must be completed using this form and submitted via email to saosw@hkmu.edu.hk.
4. The booking period includes time required for venue setup and reinstatement.
5. All applications must be made at least 14 working days in advance.
6. Bookings are not transferable.
7. To cancel a room booking, please inform saosw@hkmu.edu.hk at least 7 working days prior to the scheduled reservation.
8. The person in charge is required to present their Staff/Student ID card at the Information Centre (F0917) for registration and room access assistance.
9. Users are required to restore all equipment in a room to its original positions after use. All electrical devices (including AV equipment, lighting, and air conditioners) should be switched off after use.
10. The use of any form of tape to post on walls or floors is strictly prohibited.
11. Users are responsible for the security of their personal belongings. The University is not liable for any loss or damage to personal property.
12. Eating and drinking are not allowed in all rooms.
13. Smoking is prohibited inside the HKMU campuses, both indoor and outdoor.
14. Users who violate any of the above regulations may be immediately prohibited from using and booking rooms at the Sports and Wellness Centre.
15. Student Affairs Office may update or revise the terms of use at any time without further notice.