**BOOKING OF SPORTS FACILITIES FOR ORGANIZED ACTIVITIES BY GROUPS**

**FACILITIES REQUIRED (1):**

| Date: |  |
| Time: |  |

**ORGANIZER (2):**

| Person responsible for the booking: | User ID: |
| Student / Staff ID No.: | E-mail: |
| Department: | Contact Tel. No.: |

**ACTIVITY TO BE ORGANIZED (3):**

| No. of Participants: | Nature: Training / Competition/ Others |  |

**Notes to Applicants:**

- All bookings must be made 1 month in advance.
- Bookings may be cancelled with or without advance notice or reason when the management finds it appropriate.
- Use of the sports facilities is subject to observance of the "Regulations Governing the Use of Sports Facilities".
- Please bring this form when using the facilities. Proof of identity may be required.
- Penalty will be levied on any irresponsible use of the venues and equipment, which may include a ban on booking as well as cancellation of any approved booking during the banned period.
- Booking cannot be transferred, sublet or used for other purposes.

**Remarks:**

1. Please state court number as appropriate*, turn over for details.
2. Information of the organizer and the event / program may be released to other University departments for administrative or publicity purposes.
3. To facilitate assessment of the application, the following information must be submitted together with this application:
   
   **i. For competition:**
   - Format, fixture & schedule of tournament
   - No. of participating teams
   - No. of matches
   - Layout of venue
   - Special arrangement requested

   **i. For Activity:**
   - Programme & event in DETAIL
   - Layout of venue
   - Special arrangement requested

**Signature of Applicant with Official Chop of Group/Organization**

**Date of Application**

**** Endorsement of Sponsor Department**

| (Non-SU Group) or Club Advisor (SU Group) |
| Name: | Signature (with Chop of Department): |

**To: Applicant**

This is to confirm that this application is

( ) approved

( ) unsuccessful because:

- the facilities have been booked for the period you request.
- the date & time requested are not clearly specified.
- the use of facilities is not clearly specified.
- the facilities are closed for maintenance programme.
- the fixture of the Tournament is not attached.

**Distribution:**

Original ➔ Applicant
Copy ➔ Amenities Service Counter

Authorized Signature

Date
Useful Notes

* Facilities:

S. H. Ho Sports Hall

— Basketball Court
— Volleyball Court
— Handball Court ( Whole / Half )
— Badminton Court ( Court No. 1 to 6 )

Room LG1027
Room LG1031
LG1 Lobby

Table-Tennis ( Table No. 1 to 8 )
Squash Court ( Court No. 3 to 5 )
Climbing Wall

Multi-Purpose Room (LG4)
Artificial-turf Soccer Pitch
Athletic Track

Tennis Court ( Court No. 1, 2, 3, 4, 7, 8, A, B, C )
Outdoor Basketball Court
Mini-Soccer Pitch
Lawn Area
Golf Practice Cage

** Application of non-SU group would need endorsement by a Sponsor Department, application of SU-group would need endorsement of the Club Advisor.