## FACILITIES REQUIRED (1):

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>

## ORGANIZER (2):

| User ID: |  |
| Person responsible for the booking: |  |
| Society Mail Box No.: |  |
| 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:
   - **For competition:**
     - Format, fixture & schedule of tournament
     - No. of participating teams
     - No. of matches
     - Special arrangement requested
   - **For activity:**
     - Programme & event in DETAIL
     - Layout of venue
     - Special arrangement requested
   - **For class/structural workshop:**
     - Copy of instructor certificate from related National Sports Association in Hong Kong. With reference to LCSD, we accept certificate from PFAHK or HKCBFA only for Fitness
     - Certification of qualified P.E. teacher in Hong Kong

### 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.

---

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

---

**Endorsement of Sponsor Department (Non-SU Group) or Club Advisor (SU Group)**

Name:

---

**Signature (with Chop of Department):**

---

(For Office Use Only)

**Distribution:**

Original ➔ Applicant
Copy ➔ Student Affairs Office
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
  - Room LG3002
  - LG1 Lobby
  - Table-Tennis (Table No. 1 to 6)
  - 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.