

Important Note: Please read the regulation at the back of this form carefully before you complete this form.

(☐ Tick as appropriate)

BNBU Sports Complex Venues Booking Form

TO BE COMPLETED BY APPLICANT			
Name of Office/Unit /Dept./SU/Club/Group			
Date of Activity		Actual Time of Activity	From to
		Booking Time of Activity	From to
Rehearsal Date		Rehearsal Time	From to
Title of Activity	Chinese		
	English		
Contact	(Name)	(Tel. No.)	(E-Mail)

SPORTS COMPLEX (☐ Tick as appropriate)			
☐	SP401 柔道/剑道室 SP401 Judo & Kendo Dojo	☐	CC108 舞蹈瑜伽室 CC108 Dancing Room
☐	SP402 多功能教室 SP402 Multimedia Classroom	☐	SP-B106 培训室 SP-B106 Training Room
☐	SP301 舞蹈室 SP301 Dancing Room	☐	SP102 搏击室 SP102 Boxing Room
☐	SP305 多功能/篮球/羽毛球馆 SP305 Multi-purpose/Basketball/Badminton Court	☐	SP-B102 舞蹈室 SP-B102 Dancing Room
☐	SP201 乒乓球室 SP201 Table Tennis Room		

EQUIPMENT REQUIRED		QUANTITY	CONTACT
Furniture	桌子 Tables		Tel: 0756-3620531 Email:sge-wpecgym@bnbu.edu.cn
	椅子 Chairs		
	地毯 Carpet		
AV Equipment	遥控器 Remote		
	麦克风 Microphone		
	耳麦 Headset Microphone		
Other Items	If you need IT Equipment (Notebook Computer, Projector, Laser Pen, etc.), please contact ITSC or call at 3620315.		
Poster	Yes / No		Total
Poster Location			

I hereby apply for using the Sports Complex venues as indicated above. I have read and agreed to observe the Regulations on Use of Sports Complex Venues on the back. It is understood with failure to comply with the regulations, SPC reserves the right to remove the materials and/or stop any activity.

Applicant

Date

Approved by PD/PC/Unit Head/Dean/Director

Date

*Remarks: Fees will be charged according to *BNBU Gymnasium Service Fees (for BNBU Staff and Students)*.

Regulation on Use of Sports Complex Venues

Applicants should be sure to complete the application form, which contains all the necessary details and submit it to the Sports Complex.

1. Application should be made at least 5 working days in advance.
2. The charge for the labor cost will be subject to department/unit budget.
3. Cancellation of booking must be made to SPC 3 days in advance.
4. The Presidents, Vice Presidents, Deans or SO has the prior authority of using SPC venues.
5. When using the venues, users are required to observe the following rules:
 - Do not block off emergency lighting, fire services installation, signage, escape routing and pedestrian flow;
 - Do not create excessive noise that may affect the normal activities in the Sports Complex or cause nuisance to others;
 - Do not post materials on areas which may cause damage or stain to building fabrics. Use notice board as provided;
 - Using string or other removable devices to fix banner/flags/promotion materials. Do not use adhesive material;
 - Do not spit on the floor;
 - Do not litter;
 - Return to the original state after using;
 - Protect campus public property. User will be charged if the public property is destroyed;
 - Do not move any equipment in SPC venues without authorization.
6. SPC reserves the right to remove and dispose of any material or stop any activities that do not comply with the above-mentioned rules without notice.