

Sports Park Venues Booking Form 场地申请表

TO BE COMPLETED BY APPLICANT 申请人如实填写			
举办单位 Name of Unit /Dept./Club/Group			
申请人 Applicant			
联系方式 Contact	电话:		
活动日期 Date of Activity		场地使用时间 Actual Time of Activity	From to
			From to
活动主题 Activity category			
主要参与人员 Key participants	预估人数:		
除场外其他需求 Others			

SPORTS PARK (☐ Tick as appropriate)			
☐	SP401011 体育场 Stadium	☐	SP101011 十一人制足球场 Football Field
☐	SP109011 田径场 Track-and-Field Ground	☐	SP101021 七人制足球场 Football Field A
☐	SP102011 篮球场 Basketball Court A	☐	SP101021 七人制足球场 Football Field B
☐	SP102011 篮球场 Basketball Court B	☐	SP103011 匹克球场 Pickleball Court A
☐	SP102011 篮球场 Basketball Court C	☐	SP103011 匹克球场 Pickleball Court B
☐	SP102011 篮球场 Basketball Court D	☐	SP103011 匹克球场 Pickleball Court C
☐	SP115011 橄榄球场 Rugby Field	☐	
☐	Others 其他:		

Important Note: Please read the regulation at the back of this form carefully before you complete this form.
 (填写前, 请先阅读本表格预订规则)

申请方签名及 盖章 Signature of the applicant	签名 Signature:	场地方签名及盖章 Approved by Unit Head/Dean/Director	签名 Signature:
	日期 Date:		日期 Date:

Regulation on Use of Sports Park Venues

体育公园场地预订规则

Applicants should be sure to complete the application form, which contains all the necessary details and submit it to the Sports Park. 请依据资料需要填写申请表，交由管理处审批

1. Application should be made at least 5 working days in advance. 申请表须提前 5 个工作日递交。
2. The charge for the labor cost will be subject to department/unit budget. 涉及加班费将由使用方负担。
3. Cancellation of booking must be made to SP 3 days in advance. 如取消预订，须提前 3 天提出。
4. The Presidents, Vice Presidents, Deans or CO has the prior authority of using SP venues.
5. When using the venues, users are required to observe the following rules: 预订须注意以下规则：
 - Do not block off emergency lighting, fire services installation, signage, escape routing and pedestrian flow; 不可破坏紧急照明、消防装置、指示牌、逃生通道及行人通道
 - Do not create excessive noise that may affect the normal activities in the Sports Park or cause nuisance to others; 不可制造噪音影响其他正常使用者。
 - Do not post materials on areas which may cause damage or stain to building fabrics. Use notice board as provided; 请按规定使用公告板，不得损伤或染色建筑物及设施
 - Using string or other removable devices to fix banner/flags/promotion materials. Do not use adhesive material; 固定横幅、旗帜及宣传材料可使用可移动装置，切勿使用粘胶材料。
 - Do not spit on the floor; 切勿随地吐痰
 - Do not litter; 切勿乱丢垃圾
 - Return to the original state after using; 使用后恢复原状
 - Protect campus public property. User will be charged if the public property is destroyed;
 - 保护公共设备设施，如有损坏原价赔偿
 - Do not move any equipment in SP venues without authorization. 不得擅自移动场地内设备设施
6. SP 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. 体育公园有权移除和处置不符规定的任何材料或停止任何不符合上述规定的活动，则不另行通知。