THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE

Ref : _____

Lecture Theatre Booking Application Form

Submit at least 2 months in advance

Fax: 2603 5427. *(Please read the **Scale of Charges** before completion)* *(Please ✓ the appropriate boxes)*

For Office Use Only

Event Name :

Event Date : **(Day)** **Time :**

Is the function open to public? Yes / No **Admission Fees : HK$_____** **No. of Users :_____**

Applicant Information :

Department / Unit / Organization :

Nature : ☐CUHK Dept. ☐CUHK Student body ☐Others (Please specify:_____)

Applicant / Contact Person : (Student / Staff ID :)

Telephone : Fax No.:

Email:

Venue Booking Details* :

Purpose / Venue	Rehearsal / Setup / Clearance	Event	Usage
Auditorium	Date: Time:	Date: Time:	☐ Lecture / Seminars ☐ Ceremony / Presentation ☐ Meeting ☐ Film / Variety Show
Preparation Room / Back Stage	Date: Time:	Date: Time:	
Lounge Area (G/F)	Date: Time:	Date: Time:	☐ Tea Reception ☐ Exhibition ☐ Others (Please specify: _____)
Yueh Chiao Art Gallery	Date: Time:	Date: Time:	
VIP Room	Date: Time:	Date: Time:	

*Please use separate sheet if necessary.

Additional Services / Equipments Booking : *(Details please refer to the Scale of Charges)*

Auditorium

Item	Quantity
Sound Feed for Video Recording	setup
Wired microphone (Max: 4 pcs)	pc(s)
Wireless Microphone (Max: 4 pcs)	pc(s)
AV Technical Support (Time :_____)	hr(s)
Setup of Secondary AV Controller	setup
Remove Lectern from Stage	setup

Item	Quantity
Banner Bar	setup
Audio Recording (tape excluded)	hr(s)
DV Recording (tape excluded)	day(s)
Simultaneous Interpretation (Time :_____)	hr(s)
Infrared Simultaneous Interpretation System (60 receiver) / Use of SI Room	day(s)

Lounge Area (G/F)

Item	Quantity
Acrylic Sheets (for exhibition panel)	sheet(s)
Movable Exhibition Board	pc(s)

Yueh Chiao Art Gallery

Item	Quantity
Wireless Microphone (Max: 2 pcs)	pc(s)
Movable Exhibition Board	pc(s)
AV Technical Support (Time :_____)	hr(s)
PA System (with 2 wireless mics)	day(s)

Others

Item	Quantity
Folding Table (2' x 6')	pc(s)
Table (1.5' x 3')	pc(s)
Chair (black, leather)	pc(s)
Music Stand	pc(s)

Item	Quantity
Laser Pointer	pc(s)
Table Cloth (red, nylon) (4'9" x 7'10")	pc(s)
Table Cloth (red, velvet) (for 2' x 6' table only)	pc(s)
Microphone Stand	pc(s)

Parking Arrangement :

☐ Exclusive Booking of Car Parking Slot : _____(<12) ☐ Complimentary Car Parking Coupon: _____(<5)

Applicant Signature :

I hereby declare that :

☐ ***I have read and agreed to comply with the Guidelines & Regulations.***

_____

(Signature & Date)

(Official Seal)

Endorsement :

(not applicable for Shaw College Student Societies and non CU organization)

Name : _____

Department : _____

Telephone : _____

Date : _____

(Official Seal)

Endorsed by Office of Student Affairs / College Dean of Students Office / Relevant Office

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For Office Use Only:

☐ Booking Accepted ☐ Technical Support Approved ☐ Booking Rejected (Reasons : _____)

Processed by :		Date :		Endorsed by :		Date :	
Amount :	$	Date :		Handled by :		Receipt:	#
Deposit:	$	Date :		Handled by :		Receipt:	#

Information for CAG:

Is this booking used for class teaching and will be updated in CUSIS timetable?

☐ Yes. Please indicate the course code of the concerned class _____

☐ No. (Please provide the details below)

a. Type of activities that will take place in the room: (Please tick one)

Main Academic Activities

	ACAD001 – Delivery of teaching
	ACAD002 – Teaching / class preparation
	ACAD003 – Supervision of Research Postgraduates
	ACAD004 – Programmes / course planning and development
	ACAD005 – Assessment and examination
	ACAD006 – Research and other creative outputs

External Activities

	EXTN001 – Public lectures not organised by the CUHK
	EXTN002 – Research projects not conducted by the CUHK
	EXTN003 – Corporate recruitment events not organised by the CUHK
	EXTN004 – Conferences not organised by the CUHK

Other Institutional Activities

	OTHR001 – Public services
	OTHR002 – Consultancy that is contracted to the institution
	OTHR003 – Service provided to hospitals
	OTHR004 – Outside practice
	OTHR005 – Institutional administration
	OTHR006 – Renovation and maintenance
	OTHR007 – Student activities
	OTHR008 – Staff training
	OTHR009 – Promotion
	OTHR010 – Orientation / Ceremonies

b. Funding Source
(a maximum of 3 funding splits can be entered, must add up to 100%)

Cost Centre	Project	Internal Order	Percentage

For details about the information to be collected for CAG, please contact CAG@cuhk.edu.hk.

Browse FAQs on "Type of Activities" and "Funding Source":

https://gocuhk.sharepoint.com/sites/Service.CAG/public/Documents/Central_Booking_System/FAQ/CBS_FAQ.pdf

Explanatory Notes on Type of Activities:

Institutional Activities - Main Academic activities

Teaching – *teaching or preparation of teaching of students on taught programmes*

Delivery of teaching:
- holding lectures, seminars and tutorials (including remedial classes);
- dissertation, project, workshop, laboratory, field work supervision;
- placement organisation and visit;
- student contact time on educational matters.

Teaching / class preparation:
- preparing and updating teaching material for existing/new programmes.

Supervision of Research Postgraduates:
- coaching research post graduates students on research methodologies, research progress and thesis preparation and writing.

Programmes / course planning and development:
- conducting programme / course review and preparing new programme / course proposals;
- participating in curriculum and teaching methodologies review, planning and development;
- timetabling;
- preparing prospectuses.

Assessment and examination:
- continuous assessment of different forms of student work including dissertation, essays and projects;
- preparation and conduct (including invigilation) of written and oral examinations and the marking of examination papers;
- other forms of scholarly and / or administrative work related to teaching not covered by the above.

Research and other creative outputs – *creative work of research and experimental development undertaken on a systematic basis*

- conduct of research that are academic research oriented and the production of papers, reports, conference papers and scholarly books thereof;
- conduct of institutional contract research and consultancies;
- attending conferences, seminars and society meetings that are research project oriented;
- research-oriented academic collaboration with departments within or outside of each institution;
- supervision of research staff (including recruitment of research staff where applicable) and projects;
- editorship or serving on editorial boards of academic publications;
- preparatory work for research grants application;
- preparatory work for research assessment and review;
- work associated with technology transfer / invention, including patents application;
- other creative outputs not mentioned above such as performances, works of art, textbooks, case studies, scholarly translations, software, and multimedia works.

Other Institutional Activities

Other Institutional Activities – *activities that consume institution resources and / or time that are not teaching or research.*

This includes:
- public services – services to the community that are of professional or general in nature;
- consultancy that is contracted to the institution, including time spent on drafting proposals and

supporting bids for consultancy works;
- service provided to hospitals by departments of clinical medicine and dentistry;
- outside practice that consumes institution resources and time;
- institutional administration e.g. internal meetings;
- renovation and maintenance;
- student activities;
- staff training;
- promotion e.g. exhibitions for open days, local schools incoming visits;
- orientation / ceremonies e.g. orientation day, graduation ceremony and alumni homecoming day.

External Activities

External Activities – events organised by third parties outside of the institution. This includes a variety of activities. Examples of such include:

- public lectures;
- research projects not conducted by the institution;
- corporate recruitment events;
- conferences.