



**THE CHINESE UNIVERSITY OF HONG KONG  
SHAW COLLEGE**

Ref : \_\_\_\_\_

**Lecture Theatre Booking Application Form**

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\* :**

Venue \ Purpose	Rehearsal / Setup / Clearance	Event	Usage
<b>Auditorium</b>	Date: Time:	Date: Time:	<input type="checkbox"/> Lecture / Seminars <input type="checkbox"/> Ceremony / Presentation <input type="checkbox"/> Meeting <input type="checkbox"/> Film / Variety Show
<b>Preparation Room / Back Stage</b>	Date: Time:	Date: Time:	/
<b>Lounge Area (G/F)</b>	Date: Time:	Date: Time:	<input type="checkbox"/> Tea Reception <input type="checkbox"/> Exhibition <input type="checkbox"/> Others (Please specify: _____)
<b>Yueh Chiao Art Gallery</b>	Date: Time:	Date: Time:	
<b>VIP Room</b>	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	Item	Quantity
Sound Feed for Video Recording	setup	Banner Bar	setup
Wired microphone (Max: 4 pcs)	pc(s)	Audio Recording (tape excluded)	hr(s)
Wireless Microphone (Max: 4 pcs)	pc(s)	DV Recording (tape excluded)	day(s)
AV Technical Support (Time : _____)	hr(s)	Simultaneous Interpretation (Time : _____)	hr(s)
Setup of Secondary AV Controller	setup	Infrared Simultaneous Interpretation System (60 receiver) / Use of SI Room	day(s)
Remove Lectern from Stage	setup		

**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)

**Parking Arrangement :**

Exclusive Booking of Car Parking Slot : \_\_\_\_\_(<12)     Complimentary Car Parking Coupon: \_\_\_\_\_(<5)

**Applicant Signature :**

*I have read and agreed to abide by the Guidelines and Regulations.*

\_\_\_\_\_  
(Signature & Date)



**Endorsement :**

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

Name : \_\_\_\_\_  
 Dept. : \_\_\_\_\_  
 Telephone : \_\_\_\_\_  
 Date : \_\_\_\_\_



*Endorsed by Office of Student Affairs / College Dean of Students 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](mailto: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](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.