逸夫書院 Shaw College
2026年度外間團體暑期租用學生宿舍申請表
Application for Student Hostel Rental by External Groups 2026

請注意：宿舍將進行外牆翻新工程，期間請勿打開窗戶。
此外，宿舍或會於住宿期間的日間進行室內大清潔。不便之處，敬請原諒。

Important Notice: External wall renovation works will be carried out in the hostel. Please do not open the windows during the period.
In addition, large-scale indoor cleaning may take place during daytime hours throughout the residence period.
We apologize for any inconvenience caused.

團體名稱:（中文）_____（英文）_____
Group Information: (Chinese) (English)

團體通訊地址：_____
Correspondence Address

電郵地址:_____傳真號碼：_____電話號碼：_____
Email Fax Contact No.

團體負責人：_____職位:_____
Person-in-charge of the Group Position:

租用日期：_____月_____日(星期_____)至_____月_____日(星期_____)
Rental Period: From To:

住宿人數： 總人數_____人 (男Male：_____女 Female_____)
Number of Occupants Total persons

年歲: 十六歲以上:_____人 十二歲至十六歲：_____人 *十一歲以下不可留宿*
Aged 16 or above: persons Aged 12 to 16: persons Children under 11 are not allowed to stay

租用冷氣房： 男 Male:_____間 女 Female:_____間
Air-conditioned Rooms Required

期內負責人：_____職位:_____
On-site Responsible Person During Stay Position:

通訊地址：_____
Correspondence Address:

_____電話:_____
Contact Number:

退還按金時支票抬頭名稱：_____
Payee Name for Refund Cheque:

租用本院二宿高座活動室請填寫下表
Booking High Block Activity Room, Student Hostel II (Please complete if applicable)

租用日期/時間：Booking Date / Time:

日期 Date	時間 Time	租用性質(備註) Nature of Use (Remarks):	日期 Date	時間 Time	租用性質(備註) Nature of Use (Remarks):

注意事項:
Important Notes

一. 二宿高座活動室面積約為一千四百平方呎，約可擺放座椅一百張。租用時間為每日早上八時至晚上十一時止。
The high Block Activity Room is approximately 1,400 sq. ft. and can accommodate about 100 seats.
Opening hours: 8:00 a.m.to 11:00 p.m. daily.

二. 活動室供應一般照明、冷氣及座椅。
The room is equipped with general lighting, air-conditioning, and seating.

三. 租金每小時二百七十元。除因本院安排改動，或天氣影響而取消活動外，已繳租金概不發還。
Rental fee: HKD 270 per hour. Fees paid are non-refundable except in cases of rescheduling by the College or adverse weather conditions.

四. 活動室內只可進行已獲批準之活動，不准吸煙及飲食。
Only approved activities are permitted. Smoking, eating, and drinking are prohibited.

請注意: 由於二宿低座活動室進行翻新工程，暫停開放租借。不便之處，敬請原諒。
Note: The activity room in the Low Block of Student Hostel II is temporarily closed for renovation. We apologize for any inconvenience caused.

本人已細閱並願意遵守本申請表所附之【外間團體暑期租用學生宿舍規則】
I have read and agree to comply with the Regulations for Summer Hostel External Group Rental attached to this application form.

團體負責人簽名：_____
Signature of Group Representative:

日期：_____ 團體印鑑：_____
Date: Official Stamp:

Rev. May 2026