



SR (MOS) Multi-function Room D-F Booking Form (via CityUHK Departments/Offices only)

Important Notes:

- 1) The completed Booking Form should be submitted to SRO (sro.mos@cityu.edu.hk).
- 2) Booking can be made 2 months in advance.
- 3) For cancellation, please notify SRO (sro.mos@cityu.edu.hk) as soon as possible.
- 4) All bookings are governed by the [Code of Student Conduct](#) and [Regulations Governing the Use of Venues](#).

I. Booking Details

Multi-function Rooms D-F (Max. capacity: 10)

Standard Build-in Provision:

Build-in Projector with Screen (1 no.)	Wireless Microphone (2 no.)	Chair (10 no.)	Table (2 no.)
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Rental Charges

No.	Multi-function Room (D/E/F)	Date (dd/mm/yyyy)	Time Slot (Available booking time: 08:30-22:30)	No. of Hours	Charging Rate in HKD (per hour)			Total
					CityUHK Departmental Activities (\$120)	Other UGC- funded Institutions & Non-profit Making Organizations (\$240)	Profit-making Activities (with exceptional approval) (\$480)	
1								
2								
Total								

Payment Method:

- To be settled by the Departmental Account Code: _____
- To be settled by crossed cheque payable to City University of Hong Kong.

II. Function/Event

Name of Function/Event: _____

Name of Person-in Charge: _____ Position: _____ Department: _____

Contact No.: _____ E-mail: _____

III. Undertakings for the Use of Multi-function Rooms

I understand and agree to:

- 1) have self-service on setting and reinstating furniture back to its original/reasonable state;
- 2) be held liable for any damages beyond normal wear and tear;
- 3) accept security's on-site interference for any non-compliance, blacklisting for future booking and claiming for compensation.

Signature of the Person-in-Charge
Name:

Date

Endorsed by Head of Department/Office
Name:

Date

Confirmation of Booking *(to be completed by SRO)*

- Confirmed by: _____ Date: _____
- Rejected for the reason: _____

SRO (MOS)/April 2025