



**Application for Use of Amenities & Sports Complex (ASC) Facilities by Department / Office**

Facilities Requested (Please  or \* delete as appropriate) :

- |   |  |
|---|--|
| <input type="checkbox"/> H.Y. Cheung Sports Hall * (Badminton / Basketball / Volleyball / Handball Court No. _____) | <input type="checkbox"/> Multi-Purpose Room 1 (Capacity : 40)            |
| <input type="checkbox"/> Dance Room   | <input type="checkbox"/> Soccer Pitch                                    |
| <input type="checkbox"/> Gymnasium  | <input type="checkbox"/> Table Tennis Room (Table No. _____ /Whole Room) |
| <input type="checkbox"/> Indoor Swimming Pool *(Lane No. _____ /Whole Pool)   | <input type="checkbox"/> Tennis Court No. * 1 / 2 / 3 / 4                |
| <input type="checkbox"/> Outdoor Swimming Pool *(Lane No. _____ /Whole Pool)  | <input type="checkbox"/> Squash Court No. * 1 / 2 / 3                    |
| <input type="checkbox"/> Roof Court *(Basketball / Volleyball / Handball Court No. _____)                           | <input type="checkbox"/> Fitness Room                                    |
| <input type="checkbox"/> Outdoor Basketball Court   |  |

Date of Use (Period should include time necessary for venue set-up and restore): \_\_\_\_\_

Exact Activity Date : \_\_\_\_\_ Time : \_\_\_\_\_ to \_\_\_\_\_ No. of Participants : \_\_\_\_\_

Name of Activity : \_\_\_\_\_

Nature of Activity : \* Class/Training/Competition/Others (Please specify: \_\_\_\_\_)

Funding Type: \* UGC/ Non-UGC Programme Code : \_\_\_\_\_ CRN : \_\_\_\_\_

Staff Applicant : \_\_\_\_\_ Staff No. : \_\_\_\_\_

\* Department/Office/Faculty/Centre : \_\_\_\_\_

Position Held : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

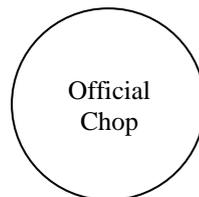
**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Secondary Contact : \_\_\_\_\_ \* Staff / Student No. : \_\_\_\_\_

Position Held : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

**Signature of Head of Unit / Delegate :** \_\_\_\_\_

Name and Designation : \_\_\_\_\_ Date : \_\_\_\_\_



- Note :
1. Bookings can be made **up to 2 months in advance but no less than 1 week prior** to the activity.
  2. For multiple bookings or loan of equipment, Form SC14 should be submitted together with this form.
  3. ASC would not be responsible for furniture set-up and restoration. Users shall order through i-furniture.
  4. For cancellation of bookings, notification must be made **24 hours in advance** of the booked time.
  5. All users and guests must follow the standing regulations for use of sports facilities.

**(For ASC Staff's Use Only)**

Application is Approved

Application is Not Approved

\_\_\_\_\_  
Recorded by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Checked by

\_\_\_\_\_  
Date