

GRATIA CHRISTIAN COLLEGE

Use of Campus Facilities (External Users)

Name of Organisation: _____

Nature of the Business: _____

Address of Organisation: _____

Contact Person: Prof / Dr / Mr / Ms _____ (English) _____ (中文)

Tel No.: _____ Fax No.: _____

Position: _____ Email: _____

Name of Function: _____

Target No. of Participants: _____

Date of Use: _____ Time: _____

Details of Booking:

	Date	Time (From/To)	Venue*	No. of Participants	Equipment Required *	Rental (HK\$)
1					<input type="checkbox"/> Computer <input type="checkbox"/> Microphone <input type="checkbox"/> Projector & Projector Screen	
2						
3						
4						
5						

* Please refer to *Venues and Facilities Rental Charges*.

I have read and accepted the Condition of Use for the College facilities listed overleaf.

Authorised Signature: _____ Name in Block Letters: _____

Organisation Chop: _____ Date: _____

GCC Contact Person :

For Office Use Only

Date Application Received: _____

Application: Accepted ----- Confirmation sent on : _____

Not Accepted ----- Informed on : _____

Handled By: _____ Name in Block Letters: _____

Approved By:

Name in Block Letters:

GRATIA CHRISTIAN COLLEGE
Venues and Facilities Rental Charges
Shek Kip Mei Campus

Venue(s)	Capacities	Computer with Internet Access	Microphone	Projector & Projector Screen	Hourly Rates (HK\$)
Classroom	18 - 20	√	√	√	250
Classroom	30 - 40	√	√	√	500
Classroom	70 - 80	√	√	√	1,000

Notes:

1. Rentals are normally not refundable.
2. Rentals include air-conditioning, electricity, basic IT/AV equipment available at the venue.
3. Applicant(s) should be liable for any damage or loss of the equipment.
4. Normal office hours:
Monday - Friday: 8:30 am - 5:30 pm (9 hours) ; Saturday: 9:00 am - 12:00 noon (3 hours)
5. Overtime charges for room booking outside normal office hours is HK\$150/hour on top of the hourly rates.
6. If notebook computer / mobile device is to be used for presentation, at least ONE working day advanced notice for arrangement of connectors and cables is required.
7. For accessing campus WiFi, prior arrangement of a temporary network access account is required. The request of the account will be charged and at least ONE working day advanced notice is required.
8. User(s) are required to keep the equipment tidy after use, switch off all the equipment according to the operation instructions and return to its original position.

Condition of Use

1. Booking is made on a first-come-first served basis. Reservation should be made at least 14 working days in advance. Gratia Christian College reserves the right to modify or decline any bookings.
2. Cancellation of booking must be made in writing and submitted to the College at least 5 working days before the date of event. Otherwise, only a maximum of 50% of rental will be refunded to the applicant.
3. Smoking is strictly prohibited.
4. Eating or drinking is not allowed in the rooms unless prior approval from the College is sought.
5. No glue, tape, gum-paper, nails, spikes, tacks or any other thins on the wall or floor or any fixture, fitting or furniture, in any part of the venue should be affixed without prior arrangement with the College.
6. In the event of the emergency evacuation with fire alarm sounding as the signal, the representative must arrange and ensure all their participants and members to leave the premises. Please refer to the Fire Escape Route posted at the venue and assemble them together and await the instruction of the College staff.
7. Typhoon and Black Rainstorm Signal hoisted
 - (A) For activities that have not yet started
If Typhoon Signal No.8 or Black Rainstorm Warning is in force after the following times, booking will be automatically cancelled as indicated:

6:15 am	Morning bookings that start between 8:30 am and 1:30 pm
11:00 am	Afternoon bookings that start between 1:30 pm and 5:30 pm
3:00 pm	Evening bookings after 5:30 pm

- (B) For activities that have already started
 - i. When typhoon Signal No.8 or above is hoisted, the activities must be suspended immediately and the representative must arrange and ensure all their participants and members to leave the premises.

- ii. When Black Rainstorm Signal is in force, the representative must advise all their participants and members to stay at the venue until the signal is lowered.

8. For enquiries, please contact Facility Management Office at (852) 3842 2831.