

Chinese YMCA of Hong Kong Wu Kwai Sha Youth Village  
[綜合運動場館] 租用申請表 MULTIPURPOSE SPORT HALL FORMRef. No.: \_\_\_\_\_  
批准申請  
(由全人發展中心蓋印)

團體名稱 (Organization Name) : \_\_\_\_\_ 人數 (No of campers) : \_\_\_\_\_

營舍編號 (Dormitory/Room no) : \_\_\_\_\_ 營期 (Camp period) : \_\_\_\_\_ 至 (to) \_\_\_\_\_

申請人姓名 (Person-In-Charge) : \_\_\_\_\_ 簽名 (Signature) : \_\_\_\_\_

租用用途/目的 (Rental purpose) : \_\_\_\_\_ 電話 (Tel.) : \_\_\_\_\_ 傳真 (Fax) : \_\_\_\_\_

日期 \_\_\_\_\_ By \_\_\_\_\_

\*本申請人明白及願意遵守新村器材借用辦法之規定，如有損壞或遺失，本人願負賠償之責。

**\*I understand and willing to obey the rules and willing to compensate for any loss or damage caused.**

借用辦法	Application Procedures
1. 凡入營團體經本村負責人同意方可租用本村下列設施。營地有權保留租用權。	1. Camper can only use the Multipurpose Sport Hall with the permission of our camp in charge.
2. 由團體負責人傳真或親臨本中心辦事處遞交本表格	2. Applicants should submit the application form by Fax or in person.
待中心職員確認申請後，於租用當日簽場前交妥所有費用。	3. <u>Complete the payment</u> before check in after receiving the confirmation from us.
4. 供租用時間為早上九時至晚上十一時正	4. Service hour is 9am-11pm
5. 負責人需於使用場地前到本中心簽場。	5. Applicants should check in before using the venue
6. 租用完畢後請將大門鎖好後，並須於租用時間結束後二十分鐘內，把門匙及有關用品交還到本村辦事處，否則租費將會繼續計算	6. After using the facilities, please lock the door and return the key and equipment to the camp office in 20 minutes, otherwise, rental fee of the extra hours must be paid.
7. 營友使用有關設施時，須遵守營地守則及愛惜公物，否則本村得隨時終止使用，所繳費用，概不發還	7. Please keep the equipments in good condition and obey the Camp Regulations, otherwise, our camp in charge has the right to cancel the application and no refund will be made.
8. 使用場館期間，如需使用任何館內器具，必須向本中心申請，才可使用。	8. You must report to the camp for all equipment in the venue before using it.

**租用收費 (Rental Fee) :**

項目 Item	首二小時 First 2 Hours	以後每小時 Extra hour	可容納人數 Capacity
場地, 2 支無線咪及冷氣 RENTAL 2 WIRELESS MIC & A.C.	\$ 800	\$ 400	800 人(persons)
投影機 LCD PROJECTOR	\$ 800	\$ 400	*****

**租用守則 (Regulation)**

- 租用以每兩小時計算，各團體每次最少租兩小時。（如無其他團體借用例外）  
Minimum rental charge is two hours, each organization can rent for 2 hours only except there is no other application.
- 場館內設施如使用後有損壞，使用團體須負責照價賠償或負責維修費用。  
In case of damage and loss of equipments, the person-in charge of respective organization/unit is responsible for the maintenance cost.  
如遇有機件故障或其他因素致所用器材未能正常操作，經證明非人為因素影響，所繳費用按比例退還。  
Only proportion of rental fee will be refunded due to the malfunction of equipments.
- 嚴禁吸煙及飲食。  
Smoking, drinking and eating are prohibited

租用場地 日期 Date	時間 Time	收費 Charges	備註 Remarks	租用投影機 日期 Date	時間 Time	收費 Charges
/ /	-		O C R	/ /	-	
/ /	-		O C R	/ /	-	
/ /	-		O C R	/ /	-	
/ /	-		O C R	/ /	-	

**職員專用 For Official Use**

收費日期: \_\_\_\_\_ 收款人: \_\_\_\_\_ 合共費用: \_\_\_\_\_ 收條號碼: \_\_\_\_\_

## 收集個人資料聲明

香港中華基督教青年會（下稱「本會」）會遵守及履行個人資料（私隱）條例之規定，並確保你的個人資料的準確性及安全性。你的個人資料（包括你的姓名、電郵地址）或會被本會透過電話 / 郵寄 / 電子郵件，用作聯絡通訊、籌款、推廣活動、研究調查及其他通訊及推廣之用途。若你希望停止接收本會上述各項資訊，請將中英文全名、會員證號碼及電話號碼，電郵予本會烏溪沙青年領袖及全人發展中心(wksylwc@ymca.org.hk)以安排相關刪除手續。如有查詢，請致電 2642 9493 與本會聯絡。

## Personal Information Collection Statement

Chinese YMCA of Hong Kong undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and secured. Your personal information (including your name, email address, etc) may be used by Chinese YMCA of Hong Kong for the purposes of sending organizational updates, fundraising appeals, event invitations, surveys and other communication and marketing materials to you via telephone, post and/or electronic mails. If you do not wish to receive any communication from us, please email your full name in both Chinese and English, together with your membership number and telephone number to our Wu Kwai Sha Youth Leadership & Wholistic Development Centre at wksylwc@ymca.org.hk. For any enquiries, please contact us at 2642 9493.