

## **Cheung Chuk Shan College**

### **Guidelines for Applying for Use of Campus Venues by Alumni**

Our School accepts applications by alumni to use certain campus venues for authorized purposes on condition that the use will not impede the operation and normal activities of the School. To offer support to the school development, an alumnus granted the right to use a campus venue has to pay rental fees (for commercial / profit purpose) or is encouraged to make a donation (for non-commercial / non-profit purpose).

#### **A. Situations under which applications are necessary**

Applications for the use of campus venues should be made for any one or more of the following circumstances:

1. holding of any activity not for our students, for example, talks, competitions and gatherings except those organized by the Old Students' Association (*the presence of at least one staff member as activity supervisor needed*); or
2. shooting work for any purpose other than graduation.

#### **B. Time for use of venues**

1. School days: from 5:00 p.m. to 9:00 p.m.
2. School holidays or Saturdays: from 9:00 a.m. to 9:00 p.m.
3. Sundays and public holidays: closed

#### **C. Procedures to follow**

1. Applications should be made at least 1 month in advance using the designated form and will be processed on a first-come-first-served basis. The School will give a formal reply within 1 week upon receiving an application.
2. Before making an application for commercial / profit purpose, the alumnus should approach the School Office first to find out the rental fees concerned.
3. The alumni whose applications for non-commercial / non-profit use are approved, other than those doing full-time studies, are encouraged to make a donation to Cheung Chuk Shan College Alumni Foundation Fund, which was set up in 2007 to subsidize selected school activities, unless exemption is granted. As a rough guide, an amount of at least \$300 per hour is recommended. The amount can be paid by a crossed cheque (*made payable to "The Incorporated Management Committee of Cheung Chuk Shan College"*) to the School Office upon their arrival. An official receipt will be issued afterwards for the purpose of tax deduction and mailed to the correspondence address provided.

3. The alumni having booked a venue should notify the School Office when they arrive and when they leave the school if their use is within the opening hours of the School Office.

#### **D. Things alumni should note for using booked venues**

1. They are responsible for setting up furniture items and restoring them to their original position after the event. All garbage should be cleared and properly disposed of while large items brought to the rubbish carts at the school entrance. No decorations can be made unless prior permission has been sought.
2. It is wholly the School's discretion to approve applications and we reserve the right to cancel a confirmed booking due to special circumstances. We shall not be responsible for any loss or damage arising from the cancellation or interruption of the event caused by whatever reasons.
3. Apart from having decent attire and refraining from smoking, they should keep in mind personal safety and refrain from any dangerous acts.
4. No disturbance should be caused to students or other school activities.
5. Making of great noises should be avoided in order not to disturb residents in the neighbourhood.
6. They should pay to the School on demand the cost of reinstating, cleaning or replacing any part of any property or facility of the School, which has been damaged, destroyed, removed or made dirty during the period of use.
7. The instructions given by the school personnel should be followed.
8. If the Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal is in force or either of the above is expected to be issued within 2 hours before the commencement of the booking, the School is to be closed and hence the booking will be cancelled.
9. The School Office should be informed as soon as possible in case there is any change of the booking arrangement.
10. Except with the prior permission of the School, the transfer of the right to use the whole or part of a venue to a third party is forbidden.
11. A confirmed booking may be cancelled by the School if it is found that the venue is used for a purpose other than that stated in the approved application.
12. The School's name, viz. Cheung Chuk Shan College or CCSC, must not be used to mean or imply her involvement in organizing or supervising the commercial activity staged by the alumni.

#### **E. Contact person**

Any queries can be directed to Mr. Hung at 25706665.

**Cheung Chuk Shan College**  
**Applying for Use of Campus Venues by Alumni**

<b><i>I. Personal Particulars</i></b>		
Name	Mr. / Ms * (Delete as appropriate)	Year of Graduation ( <input type="checkbox"/> S5 / <input type="checkbox"/> S6 / <input type="checkbox"/> S7)
Contact Phone		Email Address
Correspondence Address		
<b><i>II. Details of Booking</i></b>		
Date		Time (including set up and clearing time) From _____ to _____
Purpose		Estimated no. of participants
Activity supervisor	(the staff member to be present in the activity other than photo shooting)	
Venue	<input type="checkbox"/> Hall <input type="checkbox"/> Wireless microphones x _____ (maximum: 4) <input type="checkbox"/> Notebook computer <input type="checkbox"/> LCD Projector <input type="checkbox"/> TV sets x ____ (2 or 4) <input type="checkbox"/> Tables (size: 30" x 70", maximum: 5) x _____ <input type="checkbox"/> Chairs x _____ (maximum: 200) <input type="checkbox"/> Desks x _____ (maximum: 30) <input type="checkbox"/> Classroom(s) of S_____ <input type="checkbox"/> TV set <input type="checkbox"/> Others (please specify): _____	
Remarks		
<b><i>III. Rental Fees (for commercial / profit use) - Please find out the fees from the School Office.</i></b>		
<b><i>IV. Donation to the School (for non-commercial / non-profit use)</i></b>		
<input type="checkbox"/> \$300 <input type="checkbox"/> \$600 <input type="checkbox"/> \$900 <input type="checkbox"/> \$1,200 <input type="checkbox"/> Others (please specify): \$_____		
<ul style="list-style-type: none"> <li>• Donation of HK\$100 or above is tax deductible. Donations of \$3,000 or above will be acknowledged on the donors' board in the lift lobby of the School.</li> <li>• The cheque should be crossed and made payable to "The Incorporated Management Committee of Cheung Chuk Shan College" with the name and mobile phone number of the alumnus written at the back.</li> </ul>		
I confirm that I have read and agree to the "Guidelines for Applying for Use of Campus Venues by Alumni".		
Date _____	Signature of applicant _____	

Completed forms should be emailed to [public@live.ccs.edu.hk](mailto:public@live.ccs.edu.hk), faxed to 2512 0429 or sent to "11 Cloud View Road, North Point, HK" at least 1 month before the booking date.

Personal information collected by this form will only be used for processing the application concerned as well as updating the alumni databank of the School and the Old Students' Association.