

## **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 or violate the laws of Hong Kong. To offer support to school development, the alumnus-in-charge of the activity (“The 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. Applicable situations**

Applications for the use of campus venues should be made for either one of the following circumstances:

1. organizing 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 is needed*); and
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 by the Alumnus at least 1 month in advance by the designated form and it will be processed on 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 confirm the rental fees.
3. Where the applications for non-commercial / non-profit use are approved, other than those for full-time studies, a donation to Cheung Chuk Shan College Alumni Foundation Fund, which was set up in 2007 to subsidize selected school activities, is encouraged 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.
4. The Alumnus should notify the School Office upon his arrival and departure if it is within the opening hours of the School Office.

#### **D. Maintenance of venue**

1. The Alumnus shall restoration of furniture items in the venue to the original position after the event is finished. All garbage should be cleared and properly disposed of while large items shall be brought to the rubbish carts at the school entrance. No decorations can be made unless prior permission is sought.
2. The School has full 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. The Alumnus should ensure all participants to attire decently and no one can smoke or gamble in the venue. Participants should also be reminded of personal safety and refrain from any dangerous acts.
4. The Alumnus should ensure no disturbance should be caused to students or other school activities.
5. The Alumnus should ensure noise should be kept at the minimum level so as not to disturb residents in the neighbourhood.
6. The Alumnus 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 by the participants.
7. The instructions given by the school personnel should be followed by the Alumnus.
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 will be closed and hence the booking will be cancelled.
9. The School Office should be informed if any accidents during the course of the event.
10. The School Office should be informed as soon as possible in case there is any change of the booking arrangement.
11. Except with prior permission of the School, the the right to use the whole or part of a venue shall not be assigned to third parties.
12. A confirmed booking can 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. No refund of application fee will be made in these circumstances.
12. In case there are any act or activity considered inappropriate by the School or it is in violation of the laws of Hong Kong, the School has the authority to expel the alumnus / alumni involved from its premises or seek help of law enforcement agents.

13. The School's name, viz. Cheung Chuk Shan College or CCSC, must not be used to indicate her involvement, either directly or by implication, in organizing or supervising the commercial activity hosted by the Alumnus.

**E. Contact person**

Any queries can be directed to Administrative Officer I 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 no.		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.ccscc.edu.hk](mailto:public@live.ccscc.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.