

Reservation of Visitors' Quarters

Part 1 To Be Completed by Applicant			
I, the undersigned, apply for reservation of the staff hostel(s)/guest room(s) in Lingnan University Visitors' Quarters with details listed below. I undertake to compensate the University for any loss and damage to furniture, equipment and fittings of the staff hostel(s)/guest room(s) due to the negligence or misuse of my staff/guest during the period of stay.			
Staff/Guest Name: _____	HKID/Passport No : _____		
Department : _____	No. of Person(s) : _____		
Check-in Date/Time : _____	Room(s) Reserved : _____		
Check-out Date/Time : _____	Period of Stay : _____ (day/month)		
Source of funding: <input type="checkbox"/> Payroll deduction <input type="checkbox"/> Staff/Guest <input type="checkbox"/> Department <input type="checkbox"/> Research Project/Event <input type="checkbox"/> Others, please specify and attach relevant approval documents			
_____	_____	_____	_____
Head of Dept/ Unit/ Division* (Applicant)	Date	Contact Person	Contact Phone
Part 2 To Be Completed by the Office of the Comptroller			
The above reservation is accepted / rejected. Recommended by _____ Approved by _____			
_____		_____	
Facilities Management Division (L&A)		Associate Vice-President and Comptroller	
Remarks : _____			
Part 3 To Be Completed by Facilities Management Division - Logistic and Auxiliary Services			
Hostel/Guest Room Assigned :	Block No. : _____	Room No. : _____	
No. of Days/Months Occupied : _____	Room Rate Per Day/Month : _____		
Room Charges : _____	Compensation for Loss/Damage : _____		
Total Charges : _____			
_____			_____
Facilities Management Division - Logistics & Auxiliary Services			Date
Remarks : _____			

* Delete whichever is inapplicable

c.c. The Applicant
The Technician

CO/4008 (02.2009)