

## Application for the Use of Sports Facilities

Reference No.: \_\_\_\_\_

Please read the “Notes to Applicant” on the back of the form before submission.

**Part A – Details of Applicant (Please “✓” as appropriate)**

Name: \_\_\_\_\_ Department/Society: \_\_\_\_\_ Position: \_\_\_\_\_

Contact: \_\_\_\_\_ Number of External Guests: \_\_\_\_\_

 Status:  Staff  Staff's Family Members  Students  Graduate / Affiliated

 Others, please specify \_\_\_\_\_

**Part B – Period of Booking (60 minutes per session)**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Part C – Venue Requested (Please “✓” as appropriate)**

Indoor Sports Complex			
Basket Ball	<input type="checkbox"/> Full Court <input type="checkbox"/> Half Court	<b>Table Tennis</b>	<input type="checkbox"/> Table 1 <input type="checkbox"/> Table 2 <input type="checkbox"/> Table 3
Volley Ball	<input type="checkbox"/> Full Court <input type="checkbox"/> Half Court	<b>Badminton</b>	<input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Court 3
Squash Court	<input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2		<input type="checkbox"/> Court 4 <input type="checkbox"/> Court 5 <input type="checkbox"/> Court 6
Sports Facilities	<input type="checkbox"/> Swimming Pool ___ Lane <input type="checkbox"/> Tennis Court <input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Fitness Room <input type="checkbox"/> Others, please specify _____		
Pan Sutong Sports Ground			
Tennis Court	<input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2		
Sport Facilities	<input type="checkbox"/> Soccer Pitch <input type="checkbox"/> Half Basketball Court <input type="checkbox"/> Others, please specify _____ )		
<b>Wofoo Joseph Lee Student Activity Centre</b> <i>(Please specify the nature of activity to be held)</i>	<input type="checkbox"/> Room 1 ( <input type="checkbox"/> Dancing <input type="checkbox"/> Yoga <input type="checkbox"/> Others, please specify _____ )		
	<input type="checkbox"/> Room 2 ( <input type="checkbox"/> Dancing <input type="checkbox"/> Yoga <input type="checkbox"/> Others, please specify _____ )		
	<input type="checkbox"/> Room 3 ( <input type="checkbox"/> Badminton <input type="checkbox"/> Table Tennis <input type="checkbox"/> Others, please specify _____ )		

**Part D – Details of Use**

 i) Fund type:  UGC  TPG  LIFE  Outsider# \_\_\_\_\_ (FOAPAL if any)

 ii) Purpose:  PE course  University Social Functions  Examination  Competition  University Team Training  
 Others \_\_\_\_\_

**Part E – Confirmation**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Endorsed By: \_\_\_\_\_ (with Department's Chop)

**Part F – Office Use Only (Please “✓” as appropriate)**

 Your application is  Approved  Disapproved subject to \_\_\_\_\_

Signature of the Office of Campus Development and Management \_\_\_\_\_ Date: \_\_\_\_\_

 Booking Fee HK\$ \_\_\_\_\_ Paid by  CASH  Bank Receipt (Receipt No.: \_\_\_\_\_ ) Received by \_\_\_\_\_

**Part G – Acknowledgement Receipt**

(Ref. No.: \_\_\_\_\_ )

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Indoor Sports Complex							
Basketball	<input type="checkbox"/> Full <input type="checkbox"/> Half	<b>Table Tennis</b>	<input type="checkbox"/> T1 <input type="checkbox"/> T2 <input type="checkbox"/> T3	<b>Volley Ball</b>	<input type="checkbox"/> Full <input type="checkbox"/> Half	<b>Squash</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
<b>Badminton</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<b>Sports Facilities</b>	<input type="checkbox"/> Swimming Pool ___ Lane <input type="checkbox"/> Tennis Court <input type="checkbox"/> Fitness Room				
Pan Sutong Sports Ground							
<b>Tennis Court</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<b>Sport Facilities</b>	<input type="checkbox"/> Soccer Pitch <input type="checkbox"/> Half basketball Court <input type="checkbox"/> Others, please specify _____				
<b>Wofoo Joseph Lee Student Activity Centre</b> <i>(Please specify the nature of activity to be held)</i>	<input type="checkbox"/> Room 1 <input type="checkbox"/> Room 2 <input type="checkbox"/> Room 3						
	<input type="checkbox"/> Badminton <input type="checkbox"/> Dancing <input type="checkbox"/> Yoga <input type="checkbox"/> Others, please specify _____ )						

Notes to Applicant:-

1. All application should be forwarded to the Sports Complex Services Counter.
2. All special requirements should be forwarded to the Sports Complex Services Counter **at least 2 weeks** prior to the day of event.
3. Applicant & users are required to observe all the Guidelines and Regulations of the Sports Complex as stipulated by Office of Campus Development and Management from time to time.
4. The University will not take any responsibility for outdoor activities during the adverse weather or when the thunderstorm warning is announced.
5. **PERSONAL INFORMATION COLLECTION STATEMENT**
  - a. The data provided in this form shall be released to relevant units within the University for the purpose of processing and verification of the application.
  - b. Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
  - c. If the data provided is incomplete or inaccurate, we may not be able to process your application.
  - d. This form will be destroyed after 7 years upon fulfilling the record retention requirement of the Inland Revenue Ordinance.
  - e. You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to the Data Protection Officer of the Office of Campus Development and Management at [ocdmdpo@LN.edu.hk](mailto:ocdmdpo@LN.edu.hk).