

**AUDIO VISUAL SERVICES UNIT
AV EQUIPMENT BOOKING FORM (STAFF)**

Tel: 3943 6062 Fax: 2603 5301

User's Guidelines:

1. Equipment is used within the University campus for **teaching and research purposes only**.
2. The maximum loan period for all equipment is **TWO working days**.
3. Users should examine the conditions of the loan items before leaving the Loan Counter. Users will be held responsible for any loss or damage caused to the loan items.
4. Users are responsible for collection and return of the loan items. All loan items must be returned to the Loan Counter on or before the due date/time.
5. Failure to return any loan items on or before the due date/time without acceptable reasons may be subject to the penalty with a cost.
6. The booking form should be submitted **at least THREE working days** in advance.

Name of Applicant : _____ Staff No : _____
(same as staff ID)

Dept./Unit* : _____ Tel No : _____

Course Code / Purpose / Event* : _____

(1) Participants : CU Participants and/or Outsiders*

(2) Fee Payment : No / Yes _____

Venue : _____

Use Period : / / / to / / / (day)
dd mm yy dd mm yy

Equipment Collection Time: : am/pm* /
dd mm

* Please delete as appropriate.

Equipment to be used:

Please fill the quantity in the box next to the equipment.

Screen 50"/60"/70"*		Wired Microphone for lecture theatres		<u>Remark(s)</u>
DVD Player		Wireless Microphone for lecture theatres		
Visual Presenter		(Pickup at YIA 606)		
Laser Pointer		Portable PA with wireless/wired* microphone		
Shoulder Megaphone		Microphone Stand, Table / Floor*		
Camera Tripod		Video Camera		

* Please delete as appropriate.

I hereby confirm that I have read the above conditions of use and the information given in this booking application is correct.

Signature : _____ Date : _____

Remark: All classrooms and lecture theatres of the University are designed and good for holding general lectures and seminars, and other similar activities. User should NOT hold unrelated activities in classrooms and lecture theatres. The authorized users will be held responsible for the activities conducted and the classroom must NOT be used for activities other than the purpose(s) specified in the booking request. Any misbehavior or improper activities will be reported to authorities concerned and are subject to disciplinary actions.

FOR OFFICE USE ONLY

Date Received : _____ Remark(s) : _____

Booking No : _____

Follow-up : _____