User’s Guidelines:

1. **Loan period** is from *September to June* within each academic year.
2. Equipment is used within the University campus for *teaching and research purposes only*.
3. The maximum loan period for all equipment is **TWO working days**.
4. 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.
5. 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.
6. 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.
7. The booking form should be submitted **at least THREE working days** in advance.

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**AV EQUIPMENT BOOKING FORM (STAFF)**

**Tel:** 394 36062, **Fax:** 2603 5301

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**Name of Applicant:** ____________________  **Staff No:** ____________________

**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)

**Equipment Collection Time:** ___ : ___ am/pm * ___ / ___

*Please delete as appropriate.

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**Equipment to be used:**

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

<table>
<thead>
<tr>
<th>Screen 50”/60”/70”</th>
<th>Wired Microphone for lecture theatres</th>
<th>Remark(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV with VCR 14”/21”</td>
<td>Wireless Microphone for lecture theatres</td>
<td></td>
</tr>
<tr>
<td>DVD/LD Player*</td>
<td>Portable PA with wireless/wired microphone</td>
<td></td>
</tr>
<tr>
<td>Visual Presenter</td>
<td>Microphone Stand, Table / Floor</td>
<td></td>
</tr>
<tr>
<td>Laser Pointer</td>
<td>Video Camera, VHS/Mini DV*</td>
<td></td>
</tr>
<tr>
<td>Shoulder Megaphone</td>
<td>Camera Tripod</td>
<td></td>
</tr>
</tbody>
</table>

*Please delete as appropriate.

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

**Signature:** ____________________  **Date:** __________

Remark: All University classrooms and lecture theatres are designed and good for holding general lectures and seminars. User should **NOT** hold other activities unrelated to the above 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 on the booking form/request. Any misbehaviour or improper activities will be reported to authorities concerned and are subject to disciplinary actions.

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**FOR OFFICE USE ONLY**

**Date Received:** ____________________  **Remark(s):** ____________________

**Booking No:** ____________________  **Follow-up:** ____________________

07/2016

This form can be downloaded at [http://www.avsu.cuhk.edu.hk](http://www.avsu.cuhk.edu.hk)