



# 明愛胡振中書院

地址：新界大嶼山東涌松逸街4號

電話：2817 2318 傳真：2817 2320 電郵：[cwcc@cwcc.edu.hk](mailto:cwcc@cwcc.edu.hk)

## 租借場地申請

### 1. 申請者資料

團體名稱：\_\_\_\_\_

團體性質：  
 註冊非牟利/慈善團體  
 (香港稅務條例第 88 條認可團體)  
 商業機構  
 (請提供商業登記)  
 政府部門  
 (部門名稱 \_\_\_\_\_)  
 私人機構  
 (請提供身份證明文件)  
 教育機構  
 (政府註冊教育團體)  
 其他  
 (請註明 \_\_\_\_\_)

團體地址：\_\_\_\_\_

聯絡人姓名：\_\_\_\_\_ 先生/小姐\*

聯絡人職位：\_\_\_\_\_

電話：\_\_\_\_\_ 傳真：\_\_\_\_\_ 電郵：\_\_\_\_\_

### 2. 活動名稱/性質

活動名稱：\_\_\_\_\_ 活動人數：\_\_\_\_\_

活動性質： 培訓課程 興趣班 講座 工作坊 研討會 會議 其他 (請註明) \_\_\_\_\_

活動詳情：\_\_\_\_\_

\_\_\_\_\_

(例如節目、程序及講者姓名等或以附件形式說明)

### 3. 申請詳情

租用日期：\_\_\_\_\_ 時間：\_\_\_\_\_ (合共 \_\_\_\_\_ 小時)

租用場地： 禮堂 操場 課室 (數量： \_\_\_\_\_) 特別室 (請註明： \_\_\_\_\_)

租用設施： 椅 ( \_\_ 張) 檯 ( \_\_ 張) 咪 ( \_\_ 支) 投影機 電腦 其他 (請註明 \_\_\_\_\_)

會否在活動舉行期間銷售行為？ 會 (請列明商品種類： \_\_\_\_\_) 不會

### 4. 租用聲明

本人 / 團體 / 機構\* 證明以上資料均屬正確，如有任何更改，本人 / 團體 / 機構\* 承諾提供相關的資料及文件給明愛胡振中中學；並願意遵守明愛胡振中中學之租用守則及當值人員之合理指示。租用期內倘有違反守則或發生任何意外，一概由本人 / 團體 / 機構\* 等自行負責。

申請人姓名(請以正楷填寫): \_\_\_\_\_ 申請人簽署: \_\_\_\_\_ 日期: \_\_\_\_\_

#### 備註

- 申請前請先細閱守則及租用須知
- 填妥後請傳真至 2817 2320 或  
電郵至 [cwcc@cwcc.edu.hk](mailto:cwcc@cwcc.edu.hk)
- 請在適當的方格內加上「✓」號 或 刪去不適用者
- 批核後將於電郵回覆，另須在接納申請後 7 天內  
繳付租場費用。

只供內部填寫	
遞交日期	
申請情況	批准 不批准 (原因 _____)
批准人簽署	
場租	標準 優惠 豁免
應付金額	
收據編號	
校長批核及簽署	日期



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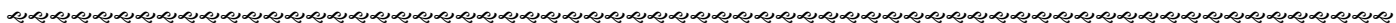
## 租借場地申請守則及租用須知

1. 如申請人需要更改租用場地，需以書面通知本校及提供更改後之時間及日期。
2. 如申請單位為團體/機構，需提供相關證明文件。
3. 如涉及賭博、欺詐、不適當或非法活動之申請，將不獲考慮。
4. 使用場地時，需保持場地清潔及整齊，並愛護公物，如有任何損壞，租借者需支付有關維修費及作出賠償。
5. 請於使用後妥善收拾並放回原處。
6. 如活動期間有任何狀況，本校有最終決定權隨時終止租用房間及設施。
7. 懸掛八號或以上風球或發出黑色暴雨警告訊號期間，本校將暫停開放。
8. 如因惡劣天氣或其他原因而取消場地使用，請即通知本校。
9. 場地租用之申請於得到本校批准覆實後，租用團體方可以使用本校之地址作宣傳用途。
10. 未經本校許可，不得在本校範圍內擺放任何物品或張貼指示、通告或任何宣傳物品。
11. 本校範圍內，一律禁止吸煙及嚴禁任何形式的賭博行為。
12. 嚴禁攜帶違禁品、危險物品、不雅物品及任何具政治含意物品進入校園範圍。
13. 租用 / 使用者的一切活動與本校無關，本校不會承擔任何責任。
14. 租用者應自行購買相關保險，於本校場地內因舉辦的活動所引致的人身傷亡或財物損失，本校概不負責。
15. 租用 / 使用者明白及同意其一切活動均必須符合香港特別行政區的法例及國家安全法，如有違反，本校有權立即終止相關活動。
16. 本校保留隨時修改本場地租用守則而不作事先通知之權利，及本守則的最終解釋權。



# Caritas Wu Cheng-chung College

School Address: 4 Chung Yat Street, Tung Chung  
Tel.: 2817 2318 Fax: 2817 2320 Email: [cwcc@cwcc.edu.hk](mailto:cwcc@cwcc.edu.hk)



## Application for Venue Rental

### A. Applicant Information

#### Information of the Organization:

Name: \_\_\_\_\_

Nature:  Registered non-profit / Charitable Organization  
(Approved under Section 88 of the Hong Kong Inland Revenue Ordinance)

Commercial Organization  
(Please provide business registration)

Government Department  
(Department Name: \_\_\_\_\_)

Private Organization  
(Please provide identification documents)

Educational Institution  
(Government-registered educational organization)

Other  
(Please specify \_\_\_\_\_)

Address: \_\_\_\_\_

#### Contact Person:

Name: \_\_\_\_\_ Mr./Ms.\* \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### B. Activity

Name: \_\_\_\_\_ No. of Participant(s) : \_\_\_\_\_

Nature:  Training Course  Interest Class  Lecture  Workshop  Seminar  Conference

Other (Please specify) \_\_\_\_\_

Details : \_\_\_\_\_

\_\_\_\_\_

(For example, program, schedule, speaker names, etc. or provide details in an attachment)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (Total hours: \_\_\_\_\_)

Venue :  Hall  Covered Playground  Classroom (No.: \_\_\_\_\_)  Special Room (Please specify) \_\_\_\_\_

Required  No. of chair(s): \_\_\_\_\_  No. of tables(s): \_\_\_\_\_  No. of Microphones: \_\_\_\_\_

Facilities :  Projector  Computer  Other (Please specify) \_\_\_\_\_

Will there be any sales activities during the event?  Yes (Please specify the types of goods: \_\_\_\_\_)  No

### C. Declaration

I / We / Organization\* hereby certify that the above information is true and correct. In the event of any changes, I / We / Organization\* undertake to provide relevant information and documents to Caritas Wu Cheng-chung Secondary School. I / We / Organization\* agree to abide by the rental regulations of Caritas Wu Cheng-chung Secondary School and follow the reasonable instructions of the staff on duty. In case of any violation of the regulations or any accidents during the rental period, I / We / Organization\* shall be responsible for any consequences.

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please write in block letters)

#### Note:

1. Please read the regulations and rental guidelines before submitting the application.
2. After completing the form, please fax it to 2817 2320 or email it to [cwcc@cwcc.edu.hk](mailto:cwcc@cwcc.edu.hk).
3. Please mark the appropriate checkboxes with a "  " or delete the irrelevant ones.
4. Upon approval, you will receive a confirmation via email. The venue rental fee must be paid within 7 days after the application is accepted.

For Internal Use Only	
Submission Date:	
Application Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (Reason: _____)
Approved by:	
Venue Rental:	<input type="checkbox"/> Standard <input type="checkbox"/> Discounted <input type="checkbox"/> Waived
Amount Payable:	
Receipt Number:	
Approved and Signed by Principal:	Date: _____



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### Rental Regulations and Guidelines

1. If the applicant needs to change the rental venue, written notice must be provided to the school, along with the updated time and date.
2. If the applicant is a group/organization, relevant supporting documents must be provided.
3. Applications involving gambling, fraud, inappropriate, or illegal activities will not be considered.
4. The rented venue must be kept clean and tidy, and the school property must be respected. In case of any damage, the renter will be responsible for repair costs and compensation.
5. Please tidy up and return the venue to its original condition after use.
6. The school reserves the right to terminate the rental of rooms and facilities at any time if there are any issues during the event.
7. The school will suspend operations during the hoisting of Typhoon Signal No. 8 or above or the issuance of a Black Rainstorm Warning.
8. In the event of cancellation due to inclement weather or other reasons, please notify the school immediately.
9. Upon approval of the venue rental application by the school, the renting group may use the school's address for promotional purposes.
10. Without permission from the school, no items may be placed or signs, notices, or any promotional materials posted within the school premises.
11. Smoking is strictly prohibited within the school premises, and any form of gambling is strictly prohibited.
12. It is strictly prohibited to bring prohibited items, dangerous substances, indecent materials, or any politically sensitive items onto the campus.
13. The activities of the renter/user are unrelated to the school, and the school will not assume any responsibility.
14. The renter/user should obtain relevant insurance. The school will not be responsible for any personal injury or property damage caused by the activities held within the school premises.
15. The renter/user understands and agrees that all activities must comply with the laws of the Hong Kong Special Administrative Region and the National Security Law. Any violation may result in the immediate termination of the related activities by the school.
16. The school reserves the right to modify the rental regulations without prior notice and has the final interpretation of these regulations.