

使用官立學校校舍申請表

(請遞交一式二份)

APPLICATION FOR USE OF SCHOOL ACCOMMODATION

(To be submitted in duplicate)

A 部 (由申請人填寫)

Section A (to be completed by applicant)

申請人姓名 (先生 / 女士 / 小姐) Name (Mr / Mrs / Miss) _____

電話號碼 Telephone number: _____

傳真號碼 Fax number: _____

住址 Residential address: _____

通訊地址(如與住址不同) Correspondence address(if different from residential address): _____

主辦 / 贊助擬進行活動的團體的全名 (如超過一個, 應填上所有名稱)

Full name of the body organizing/sponsoring the proposed function/activity (if more than one sponsoring bodies are involved, all their names should be given):

主辦 / 贊助團體是 State if the organizing/sponsoring body is:

性質 Nature

牟利團體 profit making organization

非牟利團體 non-profit making organization

類別 Type

註冊學校 registered school

註冊職工會 registered trade union

註冊社團 registered society

制服團體 uniformed organization

慈善團體 charitable organization

宗教組織 religious body

使用校舍舉辦活動的詳情

Full details of function/activity for which accommodation is required:

申請使用校舍的名稱 Accommodation applied for: _____

是否有意申請使用

舞台燈光

鋼琴

State if it is desired to apply for use of

Light Panel

Piano

申請使用日期 Date(s) applied for: _____

以上各個日期的活動開始及結束時間

Time of commencement and conclusion on each of the dates applied for: _____

參加活動是否須繳費?

是

否

Is a charge to be made for admission to the function ?

Yes

No

如須繳費, 請說明金額 If so, state how much: _____

(註: 租用者請保持校舍整潔)

(Note: Hirers are requested to leave the premises hired to them in a clean and tidy condition.)

日期

Date: _____

申請人簽署

Signature of Applicant: _____

註:

Note:

1. 申請人在本表格所提供的個人資料，會供教育局處理租用官校校舍申請及其他相關的用途。
The personal data provided by means of this form will be used by Education Bureau for the processing of applications for hire of accommodation in government schools and other related purposes.
2. 申請人在本表格所提供的個人資料，可能會為上文第 1 段所述目的而向其他政策局、部門及有關人士和團體披露。
The personal data provided by means of this form may be disclosed to other Government bureaux, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.
3. 如所需資料不足，申請將無法處理。
It will not be possible to process your application if you fail to provide all the information requested.
4. 根據《個人資料(私隱)條例》第 18 及 22 條以及附表 1 第 6 原則的規定，你有權查閱及改正填報於本表格內的個人資料。如對本表格所收集的個人資料有任何查詢，包括查閱及改正資料，應與學校書記聯絡。
You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Clerk-in-charge of the school.

B 部 (由接獲申請的學校校長填寫)

Section B (to be completed by Head of School)

申請獲得/不獲批准

Application approved / not approved _____

收費等級：標準收費率 / 優惠收費率 / 免費

Scale of charges : Standard rate / reduced rate / free

收費 Charges: 禮堂 Hall \$ _____ 課室 Classroom(s) \$ _____ 舞台燈光 Lighting panel \$ _____
鋼琴 Piano \$ _____ 其他 Others \$ _____

費用應預先收取，並發出雜項收據認收款項 (庫務署表格第 44 號)。

These charges are to be collected in advance by means of Miscellaneous Receipt (Form Try 44).

日期 Date: _____ 簽署 Signature: _____ Head of _____ School
(_____) _____ 學校校長

只供學校填寫
FOR SCHOOL USE ONLY

申請編號 Application Reference No. _____

已記錄在預訂登記冊上 Booking Register Entered	已通知辦公室助理員 OA Informed	已回覆申請人 Applicant Replied	已發出雜項收據 (收據編號) MR Issued (Try. 44 No.)	簡簽及日期 Initial & Date

附註: 申請表正本交回申請人
申請表副本由校方存檔

Note: original application form should be given back to the applicant
duplicate copy of the application form should be kept by school