

Serial No. _____
編號

APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE *
租用 * 社區會堂 / 社區中心 設施申請表

Section A 甲部

To: Officer in charge _____ 主管
致

1. Applicant
申請機構

Name: (English) (英文) _____
名稱
(Chinese) (中文) _____

Address: _____
地址
Tel. No. _____
電話

2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)

Name: (English) (英文) _____
名稱
(Chinese) (中文) _____

Address: _____
地址
Fax. No. _____ Tel. No. _____
傳真 電話

3. Date of function _____ Time: From _____ am/pm to _____ am/pm
活動日期 時間：由上 / 下午 至上 / 下午

4. Description of activity to be held:
擬舉辦活動簡介

Name of function (English 英文) _____
活動名稱
(Chinese 中文) _____

Objectives: _____
目的

Target of service: _____ Estimated No. of participants: _____
服務對象 預計參加人數

Admission charges: Yes No
收費 是 否

If yes, please state the amount chargeable per head.

如要收費，請說明每名參加者須繳費用款額。

5. Facilities applied for (Please read Annex I. For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (請參閱附件一。如需借用傢具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify 其他設施 (請註明)
Hall (*Including/Excluding Balcony) 禮堂 (* 包括 / 不包括廂座)		
Dressing Rooms (Male/Female) 化妝室 (男 / 女)		
Conference Room 會議室		
Class Room/Meeting Room 課室 / 小組會議室		
Basketball Court 籃球場		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明_____)		

6. Application for exemption from payment of charges: Yes / No
是否擬申請豁免收費：是 / 否

I hereby declare that I / and co-organizer* belong to the following groups of organizations (* Please delete as appropriate) 本機構現謹聲明本機構/協辦機構是屬於以下團體 (*請 去不適用者)。

Applicant Co-organizer Please “✓” the appropriate box

申請機構 協辦機構 (請在適當的空格內填上「✓」號)

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. subvented welfare agencies 資助福利團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. subvented educational institutions, subvented schools or non-profit making schools
資助教育機構、津貼學校或非牟利學校 |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和
區議員辦事處 |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations 慈善團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations (Note: Please submit valid supporting documents or
the organization's constitution) 非牟利團體(註：請提交有效證明文件或會章) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees recognized by the Government 政府認可地方委員會 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments 政府部門 |

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個協辦機構，請按以上要求另紙列出它們所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity.

本人明白如申請豁免收費，申請人及其協辦機構(如有)必須符合附件二內之豁免收費條件，並不可從活動中賺取利潤。

I hereby declare that I have read and agreed to observe the conditions for use of the above facilities as set out in Annexes I & II attached to this form.

本人已細閱本表格附件一及附件二及所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

Official stamp of applicant
(applicable to applicant
organisation only)
申請機構的正式印鑑
(只適用於以機構名義
提出的申請)

Signature 簽署 : _____

Name 姓名 : _____

Position 職位 : _____

Date 日期 : _____

Note 附註:

Information provided in this form will be used for assessment of application, notification of results, calculation of utilisation rates, collection of fees (if any) and record keeping purposes.

本表格所載的資料，會用於評估申請、把結果通知申請者、計算使用率、收取費用 (如需要的話) 以及保存有關的紀錄。

Section B 乙部

To: _____
致: _____
(Approving Officer)
(批核人)

The above application is/is not* recommended. *A fee of \$ _____ is also recommended / Fee exemption is recommended on the grounds that the applicant (and the co-organizer) belong(s) to _____ organization (HAD Standing Circular No. 2/2001 refers). 現建議/不建議*批准上述申請。 *另建議收費_____元 / 並建議豁免收費，原因為申請人(及協辦機構)屬於_____團體 (參考民政事務總署常務通告第 2/2001 號).
Standard notification letter is attached. 有關的標準通知書隨本表格夾附。

Remarks (if any) _____
備註(如有的話)

Date _____
日期 _____ (_____)
EO/LO* in charge 行政主任/聯絡主任*主管

Section C 丙部

To: EO/LO* in charge _____ (via F & S Section/Accounts Office,
DO (_____)* if fees are charged)
致: _____ 行政主任/聯絡主任*主管(如收取費用,則經(_____)民政事務處財務及物料供應組/會計組*遞交)

The application 有關的申請

has not been approved 不獲批准

has been approved free of charge 已獲批准,無須繳費

has been approved at standard charge of \$ _____ .
已獲批准,應繳的標準費用為_____元。

Date _____
日期 _____ (_____ 代行)
for District Officer (_____)民政事務專員

Section D 丁部

To: EO/LO* in charge _____
致: _____ 行政主任/聯絡主任*主管
Demand Note No. _____ issued on _____
繳款通知書編號 發出日期

(_____)
F & S Section/Accounts Office, DO (_____)*
(_____)民政事務處財務及物料供應組/會計組*

Section E 戊部

Note 附註

Proposed activities cancelled. Original receipted Demand Note returned to F& S Section/Accounts Office* for refund.
建議的活動已經取消。註明款項收訖的繳款通知書正本已交回財務及物料供應組/會計組*,以便退還款項。

(_____)
EO/LO* in charge 行政主任/聯絡主任*主管