



Reservation of Science Faculty Computer Room E501 (for Non-UGC Funded Activities)

1. 7 working days in advance.
2. Room capacity 60 seats.
3. Charge at HK\$680/hr. for daytime (09:00-18:00) from Mon-Fri, and at HKD890/hr. for nighttime (18:00-21:00) from Mon-Fri and all time (09:00 – 21:00) on Sat, Sun and Public Holiday. Service Support at HKD250/hr. for daytime weekdays and HK300/hr. otherwise.
4. For other relevant policy and regulation, please refer to the web pages of Faculty of Science.
5. If you have any question, please feel free to contact Mr. Eric Yuen, Computer Systems Officer of Science Faculty, at ext. no. 2533.

Name: _____ Position: _____

Office/Dept.: _____ Contact Tel. No.: _____

Usage: Class/Teaching, Course Code/Subj. Title: _____
 Others, please state: _____

Reserve: Whole room Number of PC: _____ Other: _____

Number of users: _____

Special Requirement: Video Projector Microphone Other: _____

Period: Date : _____
(Please tick) day / month / year

From _____ to _____
day / month / year day / month / year

Whole semester

Please specify the corresponding date and time in the following table.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30 - 9:30						
9:30 - 10:30						
10:30 - 11:30						
11:30 - 12:30						
12:30 - 13:30						
13:30 - 14:30						
14:30 - 15:30						
15:30 - 16:30						
16:30 - 17:30						
17:30 - 18:30						
18:30 - 19:30						
19:30 - 20:30						
20:30 - 21:30						
21:30 - 22:30						

Non-office hours, no technical support provided

Applicant's signature: _____ Date: _____

I agree to debit the General Expenses account of our Office/Department (Account Code: _____) the reimbursement amount of _____ for using Science Faculty Computer Room E501 for the above period.

Signed: _____
Head of Office/Dept.

Entered: _____
Finance Office

Date: _____

Date: _____

Science Faculty Office use only

Ref. No.: _____

Checked by: _____
IT coordinator, SCID

Date: _____

Your request is

	Successful, <input type="checkbox"/> Charge for this booking: _____ <input type="checkbox"/> Free of charge
	Not successful because :
	Other :

Approved by: _____
Manager, SCID

Date: _____