



由本會填寫 For office use only

Received on: _____

Handled by: _____

Booking confirmed:

Management fee received:

場地/課室借用申請表
Venue / Classroom Booking Form

填寫申請表前請先參閱『課室及器材借用者須知』。填妥表格後，請電郵致 classroombooking@christian-action.org.hk。成功申請將以電郵回覆確認。如有任何疑問，請致電 2716-8871 / 2716-8742 查詢。Please refer to the “User Guidelines on Classroom & Equipment”. Completed form should be submitted via email: classroombooking@christian-action.org.hk Successful booking will be confirmed by email. For enquiry, please call at 2716-8871 / 2716-8742.

單位名稱 Organization Name: _____

申請人姓名 Name of Applicant: _____ 職銜 Position: _____

公司地址 Office Address: _____

聯絡電話 Contact No.: _____ 傳真號碼 Fax No.: _____ 電郵地址 E-mail _____

借用日期 Date of booking: _____ 時間 Time: _____ 時數 Total Hours: _____

人數 No. of Participants: _____ 活動名稱 Activity: _____

活動負責人姓名 Name of Responsible Person: _____ 電話號碼 Tel No. : _____

申請人簽署/ Signature/ _____ 日期 Date: _____
印鑑 Company chop: _____

本會專用 For Office Use

回覆 Reply

申請接納 Reservation Confirmed: 接納 Accepted 不接納 Not Accepted

行政費用 Total Management fee: _____ 借用場地編號 Venue Reserved.: _____

負責人簽署 Signature: _____ 日期 Date: _____

藍田、順天、荃灣

Lam Tin, Shun Tin, Tsuen Wan

場地/類別 Venue Type	容納人數 Capacity	時數 Hour	基本設備 Facilities	每小時行政費(港幣) Management Fee per Hour (HK\$)		
				藍田 Lam Tin	順天 Shun Tin	荃灣 Tsuen Wan
<input type="checkbox"/> 課室 Classroom	20	2 小時起 Min. 2 hours	電腦、螢幕、投影機、咪、枱椅 Desk top, screen, projector, mic, tables and chairs	310	310	310
<input type="checkbox"/> 廚房(中式) Kitchen (Chinese)	20		爐頭及基本廚具 Stove and basic utensils	/	/	510
<input type="checkbox"/> 電腦室 Computer Room	22		電腦、螢幕、投影機、咪、枱椅 Desk top, screen, projector, mic, tables and chairs	410	410	410

借用時間 Booking Hour:

辦公時間 Office hour

星期一至六 上午九時至中午十二時 / 下午二時至下午五時
Mon-Sat 9am -12noon / 2pm - 5pm

非辦公時間 Non-office hour

星期一至五 下午六時至晚上九時
Mon- Fri 6pm-9pm

其他時間另議。歡迎查詢

Other time slots to be discussed. Enquiries are welcome

實際可借用時間視乎場地及設施供應情況

Subject to the availability of the rooms and facilities requested.

佐敦、元朗

Jordan, Yuen Long

場地/類別 Venue Type	容納人數 Capacity	時數 Hour	基本設備 Facilities	每小時行政費(港幣) Management Fee per Hour (HK\$)			
				佐敦 Jordan		元朗 Yuen Long	
				辦公時間 Office hour	非辦公時間 Non-Office hour	辦公時間 Office hour	非辦公時間 Non-Office hour
<input type="checkbox"/> 課室 Classroom	20	2 小時起 Min. 2 hours	電腦、LED 電視、 咪、枱椅 Desk top, LED TV set, mic, tables and chairs	310	410	310	410
<input type="checkbox"/> 課室 Classroom	25			410	510	/	/
<input type="checkbox"/> 咖啡房及烘焙室 Coffee & Bakery Room	25			咖啡機及基本烘焙廚具 Coffee machines and basic bakery equipment	620	720	/

*請 在適合 內 *Please in the appropriate box

借用時間 Booking Hour:

辦公時間 Office hour

星期一至六 上午九時至中午十二時 / 下午二時至下午五時
Mon-Sat 9am -12noon / 2pm - 5pm

非辦公時間 Non-office hour

星期一至五 下午六時至晚上九時
Mon- Fri 6pm-9pm

其他時間(包括星期日)：另議

Other time slots (including Sunday): to be discussed

實際可借用時間視乎場地及設施供應情況

Subject to the availability of the rooms and facilities requested.

基督教勵行會課室及器材借用須知

User Guidelines on Classroom & Equipment at Christian Action (CA)

A. 基督教勵行會規則 Christian Action General Rules & Regulations

1. 申請人必須為本地註冊的公司、機構或團體，個人名義申請恕不接受。The Applicant should be a local registered company or organization. Application in the name of an individual will not be accepted.
2. 場地用途只適用於培訓、社會服務及/或與本會合作項目及活動 The venue shall be used for the purposes of training, social services and/or partnership with CA.
3. 本會擁有最終場地使用決定權 CA has the final decision on the type of activity that takes place in our premises.
4. 每次借用申請最少兩小時起計算 (包括基本設施)。 Booking of venue must be for a minimum of 2 hours (equipment inclusive unless otherwise specified).
5. 課室及器材借用者只可於借用課室或限定範圍內及借用時間內進行指定活動，任何額外使用可招致額外收費 The user can only use the previously agreed classrooms & equipment within the agreed location and duration, any usage beyond these may incur extra charges.
6. 借用者及使用者不得分借或轉借予其他公司、機構、團體或人士。The Applicant or the user shall not share or lend the venue / classroom and facilities to any other company, organization or individual.
7. 不可用作非法用途，必須按批准之用途使用場地/課室。The nature of the function must be legal and consistent as approved.
8. 使用人數不可超過場地/課室之可容納人數。The number of participants shall not exceed the room capacity as stated.
9. 未經許可不得在本會範圍隨處擺放或張貼指示、通告或宣傳單張等。No unauthorized posting of publicity materials is allowed without prior permission.
10. 借用者及使用者不可將本會之地址及電話作為通訊、聯絡、註冊及查詢之用途。The Applicant or user is not allowed to use the address and telephone number of our organization for correspondence, contact, registry or inquiry purpose.
11. 本會範圍內包括樓梯及洗手間均嚴禁吸煙。No smoking is permitted inside CA Premises, including stairways and washrooms.
12. 課室內不准飲食 Food and drinks are not allowed in classrooms.
13. 借用者於借用期間有責任保障本會課室及器材完好及地方清潔，垃圾須放在垃圾箱內，不可隨處棄置。物件及設施移動後請歸回原位。The user is responsible for keeping the equipment and the furniture in proper condition and the venue should be cleaned and tidied up. Please return all the equipment and furniture to their original place after use.
14. 借用期間，場地/課室設施如遭損毀，使用者須負責賠償所有還原之費用。The user shall be responsible for all reinstatement costs and for any damage on the premises and facilities, caused during the usage period.
15. 請穿著整齊衣服。Proper dress code is required inside the premises.
16. 嚴禁在本會內進行服務或貨物推銷及買賣。The user should not use the classroom for activities unrelated to the purposes that were first agreed. Any activities involving any sale of goods and services are forbidden.
17. 請自行保管私人財物，如有任何財物損失，本會恕不負責。The user should take care of their own belongings. CA is not liable for any loss of personal property.
18. 須遵守各有關政府限聚及其他相關預防及控制疾病措施(如適用)。Need to adhere to the government regulations on Prohibition of Group Gatherings and Prevention and Control of Disease (if applicable).
19. 若違反本會以上任何規則，本會有權終止其使用課室權利及保留追究責任權利。CA has the right to terminate the usage application and reserves the right to proceed with action for compensation from the user if he/she is in breach of CA rules and regulations as stated above.

B. 安全問題 Safety Concerns

1. 如遇停電，請安坐課室內，靜候導師及本會職員指示。In the event of power failure, please remain calm and stay in the classroom for further instructions from the instructor and CA staff.
2. 如遇火警或聽見火警鐘響 5 秒以上，請依照課室內告示板上張貼之走火通道圖，及導師或本會職員指示，儘快離開火警現場及往安全地方重新集合及點名。如懷疑任何人士仍留在大廈範圍內，請盡快聯絡本會職員或到場消防員。In case of fire, or the sounding of fire alarm for over 5 seconds, please observe the fire escape route posted in the classroom and follow the instructions of the instructor or CA staff to leave the building as soon as possible; and assemble in the safety area for roll call.
3. 本會對借用者及其會員，導師及職員等及其招致的任何損傷，一概恕不負責。本會建議所有設施借用者以聯名方式（“基督教勵行會”及借用單位）購買第三者保險，以保障因借用單位於使借用設施時所引發之第三者責任。CA will not be liable for any injuries to users including their staff, instructors and participants. Facilities User is recommended to effect a public liability insurance in the joint names of CA and the Facilities User which covers the legal liabilities to third parties arising out of the activities performed by Facilities User.

C. 取消及退款政策 Cancellation and Refund Policy

1. 申請人將於申請成功後 7 個工作天內收到付款通知，並需於申請被確認後的三個星期內全數繳付有關行政費用，否則其借用申請將被自動取消。申請人以支票繳交全數費用予本會，支票抬頭請寫「基督教勵行會」。或轉賬致 **HSBC a/c no: 503-011827-292** 並將收據傳真致 2382 3434 Notice of Payment will be issued to the successful Applicant within 7 working days upon application. Full payment should be settled within 3 weeks after the application is confirmed; otherwise, the booking will be cancelled automatically. The Applicant can settle the payment by cheque. The **cheque** should be made **payable to “Christian Action”**. Or via bank transfer **HSBC a/c no: 503-011827-292** and fax bank in slip to: 2382 3434
2. 繳費後，若借用時間前兩小時，天文台正懸掛八號或以上颱風或黑色暴雨訊號，或香港政府實施新冠肺炎限聚措施，借用單位不能使用定下場地/課室，可延期至借用日期當日計起一個月內使用。Once payment has been settled, if typhoon no. 8 signal or above or black rainstorm signal is hoisted 2 hours before the booking time, or SAR Government execute the restriction policy on COVID 19, all activities will be suspended. The booking can be deferred and re-arranged within one month from the date of original booking.
3. 如申請人因其他任何理由取消借用申請並要求退款，請在借用日期前**最少** 10 個工作天以書面方式向本會提出申請。本會恕不接納以電話方式取消申請。退款金額將按本會收到取消通知的日期計算：
If the confirmed booking is cancelled by the Applicant for any reason, such cancellation request shall be made in writing to Christian Action **at least 10** working days before the booking date. Cancellation by phone is not acceptable. The refund will be made on a pro-rata basis according to the notice of cancellation received as below:

本會收到取消通知日數	Notice of Cancellation Received	行政費退款比例 Ratio of Refund
少於10個工作天	Less than 10 days	0%
10至29個工作天	10-29 days	25%
30至59個工作天	30-59 days	50%
60個工作天或以上	60 days and above	80%

4. 本會保留一切權利，決定是否接納申請人借用申請。如有需要，本會有權更改借用場地/課室安排，恕不另行通知。CA reserves the right to make alterations regarding venue / classroom from time to time without prior notice.

D. 中心地址 Centre Address

藍田中心: 九龍藍田啟田道 71 號藍田(西)社區中心四樓 電話: 2952 1313

Lam Tin Centre: 4/F, Lam Tin (West) Estate Community Centre, 71, Kai Tin Road, Lam Tin, Kowloon.
Tel: 2952 1313

順天中心: 九龍觀塘順安道 9 號順天邨天璣樓 2 樓 204-205 號舖 電話: 2340 2929

Shun Tin Centre: Shop Nos.204-205, 2/F, Tin Kei House, Shun Tin Estate, 9, Shun On Road, Kwun Tong, Kowloon. Tel: 2340 2929

荃灣中心: 荃灣西樓角路 222-224 號, 豪輝商業中心 2 座地下上層 UG02 室 電話: 2405 1555

Tsuen Wan Centre: Suite UG02, Upper Ground Floor, Block 2, Hofai Commercial Centre, 222-224, Sai Lau Kok Road, Tsuen Wan. Tel: 2405 1555

元朗中心: 青山公路 162-168 號聯昇樓 4 樓 (按 3 字) 電話: 2402 2336

3/F, Len Shing Mansion, 162-168, Castle Peak Road, Yuen Long. Tel: 2402 2336

佐敦中心: 九龍彌敦道 208-212 號四海大廈 1-2 樓 電話: 2175 0028

1-2/F, Fourseas Building, 208-212, Nathan Road, Kowloon. Tel: 2175 0028

持續教育及企業培訓部

Continuing Education and Corporate Training Department

Jan 2023