

**香港社會工作人員協會 - 社協佐敦中心場地租用申請表格 (活動室)**

**Hong Kong Social Workers Association - HKSWA Jordan Centre Room Booking Application (Function Room)**

類別 Type of Booking	<input type="checkbox"/> 會員租用 Member Booking <input type="checkbox"/> 機構租用 Organization Booking		
負責人姓名 Name of Officer-in-charge	<input type="checkbox"/> 基本會員 Full Memembr <input type="checkbox"/> 贊助會員 Associate Member <input type="checkbox"/> 永久會員 Life Member <input type="checkbox"/> 學生會員 Student Member <input type="checkbox"/> 社協委員推薦 Recommended by HKSWA Council Member (請註明 Please Specify: )		
機構 Organization	<input type="checkbox"/> 專業團體 Professional Group <input type="checkbox"/> 社聯機構會員 HKCSS Agency Member <input type="checkbox"/> 註冊慈善機構 Registered Charitable Organization <i>(如適用, 請附證明文件副本 If applicable, please attach a copy of proof document)</i>		
職位 Position			
聯絡電話 Contact No.	電郵 Email		
地址 Address			
<b>活動詳情 Details of Event</b>			
活動名稱 Title of Event			
活動性質 Nature of Event			
租用日期 Date			
租用時間 Time		總時數 Total	小時 Hour(s)
租用場地 Venue	<input type="checkbox"/> 1號活動室 Function Room 1	<input type="checkbox"/> 2號活動室 Function Room 2	<input type="checkbox"/> 3號活動室 Function Room 3
預計人數 No. of Participants			
租用設施 Equipment*	<input type="checkbox"/> 白板 White Board	<input type="checkbox"/> 投影機 Projector	<input type="checkbox"/> 無線咪2枝 2 Wireless Microphones
<i>*設施只適用於活動室及視乎情況安排 Equipment available for Function Room only and depends on the situation</i>			

**聲明 Declaration**

I/ We, the undersigned, hereby declare that the information stated above is true and accurate. 本人/ 本團體 ( 下列簽署人 ) 特此聲明上述資料真確無誤。

I/ We acknowledge and confirm that the application is subject to the booking terms and conditions as prescribed by HKSWA from time to time, and applicable laws of HKSAR, in respect of which I/ We expressly agreed to perform, observe and comply with them thereof. 本人/ 本團體同意及確認此申請乃受制於所有由社協不時修訂的租用場地及設施條款及香港特別行政區一切適用的法例，並同意遵守及依從上述所有條款及法例。

I/ We understand that the activity held by me/ our organization during the booking period is not connected with HKSWA. 本人/ 本團體明白在租用期間本團體的一切活動與社協無關。

I/ We confirm that I am/ We are entirely responsible for the personal safety and property protection of the users applicable to this booking during the booking period. 本人/ 本團體確認本人/ 本團體自行負責與此租用場地之有關在場人士在租用期間的人身及/財物安全。

I/ We understand and confirm that HKSWA entitles to accept or reject the aforesaid application at its own discretion without incurring any liability. 本人/ 本團體明白及確認社協享有一切權利接受或拒絕上述申請，而無須負上任何責任。

**負責人簽署**

Signature of Officer-in-charge : \_\_\_\_\_

**日期**

Date : \_\_\_\_\_

**社協專用 For HKSWA use**

申請結果 Result       接納 Approved       拒絕 Refused

場地費用 Venue Fee       活動室 HK\$ \_\_\_\_\_ x \_\_\_\_\_ 時段 Sessions

總金額  
Total      HK\$

簽署 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_