



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

場地借用申請表(校內適用)
Campus Venues Reservation Form(Internal only)

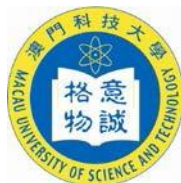
申請單位填寫 For Apply Unit	
申請單位 Apply Unit:	單位聯絡人 Contact person:
聯絡電話 Tel.:	電郵 Email:
詳細借用資料 Reservation Details	
1. 活動名稱 Activities _____ 參與人數 No. of participants _____	
2. 日期 Date: _____ 時間 Time _____ 至 to 日期 Date _____ 時間 Time _____	
借用場地 Venue Reservation	
1. <input type="checkbox"/> 課室 Lecture Rooms	2. <input type="checkbox"/> 展覽廳 Exhibition Hall
3. <input type="checkbox"/> 會議廳 Auditorium	4. <input type="checkbox"/> 推廣攤位 Promotion Counter
5. <input type="checkbox"/> 體育場地 (室內體育館/羽毛球場/足球場/田徑場) Athletic Field (Gymnasium/ Badminton Court/ Tennis Court/Football Field/Stadium)	
6. <input type="checkbox"/> 其他 Others: _____ (特定地點/課室編號 Specific location/Lecture room No. : _____) 設備要求: 請填寫“設備借用申請表” Equipment request: please fill in the “Equipment Reservation Form”	
活動內容/目的 (如填寫位置不足夠, 請以附件方式補充) Content/Purpose (Please enclose the attachment if the blanks are not enough)	
備註 Remark :	
1. 請將填妥之表格於場地使用前 30 天交正本到本校總務處服務櫃檯或電郵至 gaservices@must.edu.mo 。 查詢電話: 28881122。Please submit the original to General Affairs Office Service Counter 30 days before using the venue or scan and email the completed form to gaservices@must.edu.mo . For enquiry Tel.:28881122.	
2. 校內學生或學生組織必須通過學院/學生事務處提出申請。 Internal students or student organization must submit the application through the faculty or Student Affairs Office.	
3. 申請方必須同意及遵守 <大學場地借用規則>及相關場地使用規章。 The applicant must agree and obey the <Campus Venues Leasing Regulations> and related venues use regulations.	
申請人簽名及單位蓋章 Applicant's Signature & Company Chop by Unit	申請日期 Date
總務處填寫 For GA	
意見/備註 Comment/ Remark <input type="checkbox"/> 同意安排 Agree to arrange _____ <input type="checkbox"/> 不同意安排 Disagree to arrange _____	收件日期 Date



Campus Venues Leasing Regulations

1. Borrowing Procedures and General Rules

- (1) The individuals who wish to use university facilities are required to complete the "Application Form for Site Borrowing. For borrowing equipment, the " Application Form for Lending must be submitted together with and Site Map (if applicable). The venue borrowing time is from 9:00 am to 10:00 pm. The application form and information must be submitted to the General Affairs Office Service Counter at least one month before the event. An incomplete information or if an application is received less than one month before the event, will not be accepted. After the event, the applicants will be responsible for returning the venue to the original condition and notify the University. The relevant performances, brief descriptions of the event and the layout of the venue must be submitted in writing upon the application for the site borrowing.
- (2) The audio, lighting, air conditioning and other equipment set up at the venue must be operated by a university technician.
- (3) If off-campus equipment, audio or lighting will be used, detailed information must be submitted to the university 15 working days before the event.
- (4) The relevant organizations are required to complete the "Entry Registration" and submit to the General Affairs Office Service Counter during office hours. They should specify the details of the work to be carried out and the contact details of the staff on the day of entry. If necessary, submit a work plan.
- (5) The booking is based on the receipt of an application form, and the verbal reservation will not be accepted.
- (6) The applicant must conduct site inspection with university staff immediately before and after using the venue. The applicant is responsible for any damages or loss of equipment during the borrowing period.
- (7) The applicant is responsible for all legal liabilities caused by the use of the venue during the borrowing period.
- (8) If there is more than one application for borrowing at the same time, it will be arranged on first comes first serves basis, of which the priority goes to those who organize the university activities.
- (9) General Services Department Service Counter Tel: 2888-1122; Email: gaservices@must.edu.mo; Office Hours are Monday to Friday 9 am to 1 pm and 2 pm to 6 pm; Closed on weekends and public holidays



Standard Administrative Fee

2.1. General information

- (1) The venue may only be used during the approved time period; the venue usage time is from 9:00 am to 10:00 pm; use of venue other than the approved time frame is subject to approval, and if approved, it is charged at 50% per hour. The venue fee is divided into a full-day usage price and a 4-hour usage price (less than 4 hours usage will also be charged as 4 hours)
And hourly usage price; for more than 1 minute or more, it is charged as one hour. The cost includes air conditioning, basic lighting and basic audio; other facilities are rented on a case-by-case basis. If the applicants rent a sports ground for a non-sports activities, they must lay a rubber sheet on the floor for protection. The cost is paid by the renting unit.

2.2. Deposit

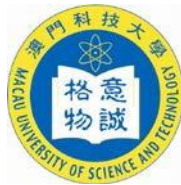
- (1) The applicant shall pay a deposit of MOP 5,000 within five working days after the university's approval; otherwise the university will cancel the reserved venue. The balance must be paid within 7 working days before the event. The university has the right to take all legal actions if the payment is not settled before due date. If the borrowing fee does not meet the deposit standard (that is less than Mop5,000), the full amount of rent must be paid in advance.
- (2) If the original equipment of the venue or the venue is damaged or lost during the borrowing period, the applicant shall be responsible for the compensation.
- (3) If the event is temporarily cancelled, the University must be notified in writing:
 - (a) The University shall be notified of the cancellation of the venue within ten working days from the date of use of the venue. The University shall charge a fee of 10% of the borrowing fee as a handling fee (deducted from the deposit); the remainder will be refunded to the Applicant.
 - (b) The University will be notified of the cancellation of the venue five working days prior to the date of use. The University will charge a fee of 50% of the borrowing fee (deducted from the payment); the remainder will be refunded to the Applicant.
 - (c) If the University will be notified of the cancellation of the venue three working days prior to the date of use of the venue, the University will not refund the paid amount.

- 2.3. The applicant shall be responsible for all expenses related to the service, in addition to paying the corresponding administrative fee or deposit.



3. Notice to Applicant

- (1) Keep inside and outside of the venue in good condition and pay attention to hygiene. Eating, smoking, littering, spitting, using swear words, making loud noises are not allowed.
- (2) It is forbidden to ignite on the site, set off fireworks and firecrackers, use cannons, distribute balloons, and create smoke effects.
- (3) Prior to request for review, change of the venue set up or use of other facilities are not allowed.
Posters or signage on the wall and door are not allowed, applicants who need to post posters or signage on the venue must submit the request to the university within 10 working days before the event, and they can only proceed after approval; After the event (And before returning the venue), clean up all posters and signage; borrowed equipment such as signs, display boards or whiteboards should specify the amount of borrowing and the locations, placing a leaflet or posting a poster must be handled by the applicant. The applicant is responsible for cleaning up the leaflet or poster after the event.
- (4) If a non-general power system (e.g. high-voltage power 380V) is used, the university needs to be notified in advance. In addition, no AV or lighting system can be installed or removed on site without university's approval. The borrowing venue must be cleaned up and return the venue to the original setting before leaving.
- (5) The applicant must conduct site inspection with university staff immediately before and after using the venue. If the original equipment of the venue is damaged or lost or the venue is damaged during the borrowing period, the applicant shall be responsible for compensation.
- (6) On the day of use of the venue, if the applicant does not show up after half an hour of the scheduled borrowing time (subject to the borrowing time of the application), the university will automatically cancel the application without further notice; the false booking will be recorded. .
- (7) Those who need to use university parking space must submit the request to the university within ten working days before the event. The license plate number must be submitted for pre-approval. Please specify if special vehicle registration is involved.
- (8) If the application for the venue has not been approved, the applicant may not use the venue without authorization, otherwise it will be regarded as illegally occupying the venue. Violations will be recorded. If necessary, the University Security Officer has the right to request the applicant to present the approval document signed by the University.
- (9) During the use of the venue, the representative of the applicant must be present. The applicant may not lend the venue to a third party.



- (10) During the use of the venue by the applicant, the nature of the activity must be the same as the "Site Borrowing Application Form". In the event of any inconsistency with the facts, or in the event of a conflict with the current regulations of the Macau Government, the University has the right to immediately cancel the approved application, and the Applicant shall not object.
- (11) The applicants must strictly abide by the rules of use of the venue and the different requirements of the relevant venue.
- (12) The applicants are responsible for keeping their belongings. Private items must be taken away after the event; otherwise the university has the right to dispose without prior notice.
- (13) The arrangement materials, wastes, garbage, etc. after the event must be cleaned up by the applicants themselves, and the offenders must bear the cleaning expenses they need to pay. Otherwise, the General Affairs Office will no longer accept their future applications.
- (14) If the applicant is issued a verbal or written warning twice by the University in violation of any of the above codes, the University will not accept the application for borrowing the venue in the future.
- 4. Venues can only be borrowed without affecting the normal teaching activities of the University.
- 5. The details of these rules and regulations, the university has the right to amend at any time depending on the specific circumstances.

General Affairs Office
July 2014