

## 天主教領島學校

## LING TO CATHOLIC PRIMARY SCHOOL

地址 Address : 何文田俊民苑 電話 Tel : 2713 9233 傳真 Fax : 2714 2640 電郵地址 E-mail address : [info@lingto.edu.hk](mailto:info@lingto.edu.hk)

填寫申請表前請先參閱背頁『租用場地須知』。填妥表格後，請電郵 [info@lingto.edu.hk](mailto:info@lingto.edu.hk) 或傳真 2714 2640 至本校。學校收到申請表後十個工作天內會以傳真或電郵回覆有關申請結果。如有任何疑問，請致電 2713 9233 查詢。 Please refer to the “Booking Information” at the back. This form should be returned to us by e-mail at [info@lingto.edu.hk](mailto:info@lingto.edu.hk) or by fax at 2714 2640. Successful booking will be confirmed by Fax or email. For enquiry, please contact us at 2713 9233.

機構/團體名稱

Name of Organization : \_\_\_\_\_

機構/團體所屬類別 Nature of Organization

☐ 政府部門 ☐ 非牟利慈善機構/宗教團體/制服團體 ☐ 其他 \_\_\_\_\_  
Government departments Non-profit-making charitable organizations/religious bodies/uniformed organizations Others: \_\_\_\_\_

是否為是次活動購買第三保險 Procurement of third party risks insurance ☐ 是 Yes ☐ 否 No

(\*請將有關註冊證明副本及保險證明副本連同本申請表一同遞交 \*Copies of registration certificate documents and certificate of insurance must be delivered together with this form )

活動負責人姓名 : \_\_\_\_\_ 職銜 : \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

地址: \_\_\_\_\_  
Address : \_\_\_\_\_

聯絡電話 \_\_\_\_\_ 傳真號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

活動名稱 \_\_\_\_\_  
Name of Activity: \_\_\_\_\_

活動內容 \_\_\_\_\_ 參加人數 \_\_\_\_\_  
Content of Activity : \_\_\_\_\_ Name of Participants: \_\_\_\_\_

請在適當方格內加 ☒ 和註明借用日期、時間及時數 Please ☒ the appropriate box and write down the date and time of booking.

場地/課室類別 Venue Type	借用日期 Date of Booking	借用時間及時數(小時) Time & Rental Hours (hrs) 每小時計，不足者 亦作 1 小時計算 Per hour or part thereof	由本校填寫 For Office use only	
			借用室號 Room Reserved	*場租/冷氣費(HKD) Venue or Air-Con Charges
<input type="checkbox"/> 6 樓 禮堂 6/F Hall		Time: _____ ( )hrs		
<input type="checkbox"/> 活動室 Activity Room		Time: _____ ( )hrs		
<input type="checkbox"/> 課室 Classroom 數量: _____ 間		Time: _____ ( )hrs		
<input type="checkbox"/> 地下有蓋操場 Cover playground		Time: _____ ( )hrs		
<input type="checkbox"/> 其他 Others: _____		Time: _____ ( )hrs		
<input type="checkbox"/> 所需設施(見附件一: 租用校舍設施表格) Facilities Requested ( See Annex 1: Hiring School Facilities Form )				
總數 Total	(日數 Days)	(時數 hrs)		

\*據教育局「租用資助學校校舍徵收費用指引」收費，詳情可向本校校務處職員查詢。The Charge is according to the circular of ‘Guidelines for Levying Charges for Hire of Accommodation in Aided Schools’. For any enquiries please feel free to contact our staffs.

請用劃線支票繳交上述費用，支票抬頭請寫『天主教領島學校法團校董會』

Please make a crossed cheque payable to “THE INCORPORATED MANAGEMENT COMMITTEE OF LING TO CATHOLIC PRIMARY SCHOOL” .

## 由本校填寫 For office use only

Received on: \_\_\_\_\_

Booking No : \_\_\_\_\_

☐ Booking confirmed☐ Fee received : Cash/ CQ# \_\_\_\_\_☐ Others : \_\_\_\_\_

Handled by : \_\_\_\_\_ ( )

Checked by : \_\_\_\_\_ ( )

申請人簽署/

機構或團體印章

Signature &amp;

Company Chop : \_\_\_\_\_

日期

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

## 租用場地須知 Booking Information

1. 申請人必須為本地註冊的機構或團體，個人名義申請恕不接受。 Applicant should be local registered company or organization. Application in the name of individual will not be accepted.
  2. 本校保留一切權利，決定是否接納申請人借用申請。 如有需要，本校有權更改借用場地/課室安排，恕不另行通知。 Ling To CPS reserves the right to make alterations regarding venue from time to time without prior notice.
  3. 場地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。 Users can only use the previously agreed venue & equipment within the agreed location and duration, any usage beyond that may incur extra charges.
  4. 借用者及使用者不得分借或轉借予其他機構、團體或人士。 The user shall not sub-let the venue and facilities lent to him.
  5. 不可用作非法用途，必須按批准之用途使用場地。 The nature of the function must be legal and consistent with that approved.
  6. 使用人數不可超過場地可容納人數。 The number of participants shall not exceed the room capacity.
  7. 未經許可不得在本校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.
  8. 借用者及使用者不可將本校之地址及電話作為通訊、聯絡、註冊及查詢之用途。 The user is not allowed to use the address and telephone number of our organization for correspondence, contact, registry or inquiry purpose.
  9. 本校範圍內均嚴禁吸煙。 No smoking inside Ling To CPS.
  10. 借用者於借用期間有責任保持本校場地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。 Users are responsible for keeping the equipment and furniture in proper condition and the venue clean and tidy.
  11. 租用期間，場地設施如遭損毀，使用者須負責賠償所有還原之費用。 The user shall be responsible for all reinstatement cost of any damage of the premises and facilities caused during the loan period.
  12. 請穿著整齊衣服。 Proper dress code is required inside the premises.
  13. 嚴禁在本校內進行服務或貨物推銷及買賣。 User should not use the venue for activities unrelated to the purposes they first agreed for. Any activities involving sale of goods and services are forbidden.
  14. 請自行保管私人財物，如有任何財物損失，本校一概不負責任。 Users should take care of their own belonging. Ling To CPS is not liable for any loss of personal property.
  15. 如遇停電，請安坐場地內，靜候本校職員指示。 In the event of power failure, please remain calm and stay in the venue for further instruction of Ling To CPS staff.
  16. 如遇火警或聽見火警鐘 5 秒以上，請依照場地內告示板上張貼之走火通道圖及本校職員指示，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，請盡快聯絡本校職員或到場消防員。 In case of fire or the sounding of fire alarm for over 5 seconds, please observe the fire escape route posted in the venue and follow the instructions of Ling To CPS staff to leave the building as soon as possible, and assemble in the safety area for roll call.
  17. 本校對借用者及其會員、導師及職員等及其招致的任何損傷，一概不負責任。本校建議所有設施租用者購買第三保險，以保障因承租單位於使租用設施時所引發之第三者責任。 Ling To CPS 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 and the Facilities User which covering the legal liable to third party arising out of the activities performed by Facilities User.
- ✱ 若違反本校以上任何規則，本校有權終止其使用場地權利及保留追究責任權利。 Ling To CPS has the right to terminate the rental application and reserves the right to proceed with action for compensation to the user if he/she is in breach of Ling To CPS rules and regulations stated above.
- ✱ 本校有權隨時更改上述借用課室使用者須知細則，文本如有歧異，以中文版本為準，如有更改，恕不另行通知。 Ling To CPS reserves the right to make any alterations about the guidelines without prior consultation.

租用校舍設施表格(只有中文版本)

請以 「✓」 選項	種類	租用 數量	標準 收費率	政府 部門	非牟利 慈善機 構/宗教 團體/制 服團體	租用 天數/ 時數	費用計算 (由學校填寫)
	電費(只限有蓋操場、籃球場)	根據教育局「租用資助學校校舍徵收費用指引」收費(以時數計算)					
	大鋼琴(只限禮堂、音樂室)						
✓	場地消毒費用(必須費用)	\$150/課室 \$500/禮堂					
場地基本設施							
	長枱(2 尺 X 6 尺)		免費	免費	免費		
	椅子		免費	免費	免費		
	2 支無線咪	不適用	免費	免費	免費		
	1 台電腦	不適用	免費	免費	免費		
	1 台投影機連投影幕	不適用	免費	免費	免費		
額外設施(以每天計算, 不足者亦作一天計算)							
	無線咪		\$40/天/支	免費	\$20/天		
	流動咪箱(小露寶)		\$60/天/台	免費	\$30/天		
	電腦		\$80/天/台	免費	\$40/天		
	IPAD		\$80/天/台	免費	\$40/天		
	實物投影機		\$80/天/台	免費	\$40/天		
額外校內員工協助(每小時 100 元, 不足 1 小時者亦作 1 小時計算)							
	校務員		\$100 (每小時)	\$100 (每小時)	\$100 (每小時)		
	技術人員		\$150 (每小時)	\$150 (每小時)	\$150 (每小時)		
停車場泊車服務							
	每輛汽車停泊費用(不多於 2 輛私家車) 車牌號碼: 1. _____ 2. _____		\$40 小時/輛	\$40 小時/輛	\$40 小時/輛		
租用設施費用總計(由學校填寫):							