Chung Chi College, The Chinese University of Hong Kong

Application Form for Booking of Pommerenke Student Centre Piazza and Yasumoto International Academic Park Piazza 2026/27

(A) Booking Procedure

1. The Office only accepts application from registered student organizations and units in The Chinese University of Hong Kong. This application form could be obtained at Chung Chi College Student Development Office in person or downloaded from College website: www.ccc.cuhk.edu.hk/en/content.php?wid=1227.
2. This form should be completed with event proposal, certificate of student organization registration and other supporting documents and returned to Chung Chi College Student Development Office in person within office hour with applicant's CU link card or email all above mentioned documents to ccsdo@cuhk.edu.hk at least five working days before destinated event starts.
3. The Office usually takes 5 working days for booking approval. Applicant will normally be notified by email regarding the booking application within five working days upon receiving all required documents with the completed booking form. Successful applicant must print out and bring the approval document along with them before using the venue.
4. **Open for Application: First semester: 2 September,2026 (Wed); Second semester: 6 January, 2027 (Wed).**

(B) Booking Terms and Conditions

1. Available time slots: Monday to Friday (except Public Holiday) 10:00 a.m. – 9:30 p.m.。
   【First session：10:00 a.m. – 3:00 p.m.／Second session：3:00 p.m. – 9:30 p.m. * 】
   ***Noted for Yasumoto International Academic Park Piazza, a compulsory break between 6:30 p.m. – 7:30 p.m. is required.**
2. Each party could book two sessions for each venue within the same week, no new application could be accepted by the same party upon their former event end.
3. In each venue, each session only allows two booking from different parties.
4. Same party should not book Pommerenke Student Centre Piazza and Yasumoto International Academic Park Piazza **on the same day.**
5. If loudspeaker, tables or chairs is needed, please contact the Office of Student Affair or Chung Chi College Student Union.
6. Attention: Party should include event set-up and clear-up time in the booking time stated in the booking form. Party member must be vacated by the end of booking session even the same party book the same venue in two consecutive days. No item is allowed to left behind after booking session.
7. In response to venues capacity and safety concern, the max. no of participants should not exceed 80 people.

(C) Regulations

1. Please minimize the disturbance to the nearby classrooms or offices. If the College receive any complaint about noise, the event should be stopped immediately.
2. No banners or promotional materials are allowed to suspend on trees, lamp posts and railing
3. Party member must follow user regulation of the venue, and ensure that all clearing-up is properly carried out immediately after the event. If food and beverage are arranged in event, venue must be clean-up and rubbish must be taken away after event end.
4. If party member fails to restore the venue or properly tidy up the venue within the booking session, party may be suspended for next booking application until further notice. Chung Chi College will also dispose all event items left behind and a cleaning fee of HKD900 will be charged. Party should settle such fee within a week to Chung Chi College Student Development Office in person. No new booking application from this party will be accepted upon such fee are settled.
5. Subletting the venue and facilities by the party is not allowed. Once discovered, booking right of the party will be suspended until further notice. Chung Chi College will decide the length of suspension and notify the party.
6. For cancellation of booking, party should inform Chung Chi College Student Development Office in person for cancellation procedure ahead the event date. If the venue left unused without cancellation ahead event date, booking right of the party will be suspended until further notice. Chung Chi College will decide the length of suspension and notify the party.
7. If University or College requisite the session which already booked by a party in advance for important event, party have obligation to release such session. Chung Chi College reserves the final decision to handle all venue booking application。

(D) Notices

1. If event involves third parties outside CUHK, Chung Chi College may ask for permission from CUHK before accept booking application.
2. Party violates any regulations stated may result a suspension of booking right from Chung Chi College.

For enquiries, please contact Chung Chi College Student Development Office at 3943 6845 ／ 3943 6993 or email to ccsdo@cuhk.edu.hk.

Booking Venue ：	Booking Session：	Booking date：
□ **PSC Piazza**(PSC) □**YIA Piazza** (YIA)	□ 10:00 a.m. – 3:00 p.m. □ 3:00 p.m. – 9:30 p.m.*	1. / / 2. / / DD MM YYYY DD MM YYYY

*Noted for **Yasumoto International Academic Park Piazza, a compulsory break between** 6:30 p.m. – 7:30 p.m. is required.

A. Applicant Information

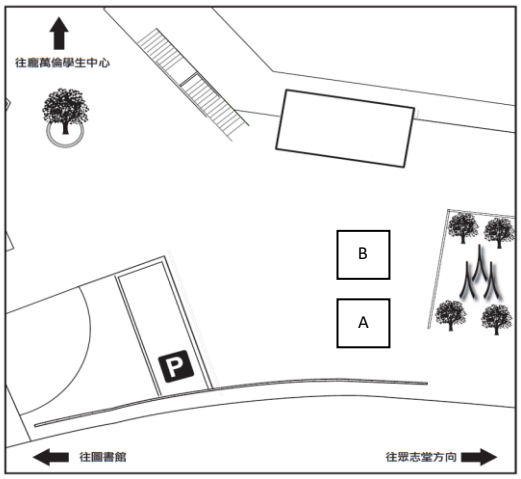
Department/Organization Full name：				(Student organization should enclosed with registration cert.)
PIC：	Position：	Email：		
College：	Major：	Year：	Student ID：	Phone：

B. Event Information

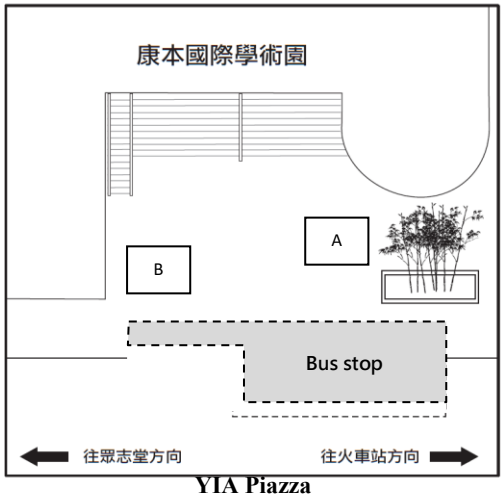
Event nature： □ Booth □ Exhibition □ Performance □ Other（please specified）：_____	
Event name, content and aim：_____	Expected peak participants：
Does event involve financial affairs： □ No ／ □ Yes (please attached fund-raising approval from CUHK)	
Does event involve any third parties：□ No ／ □ Yes，Name：_____(□ CUHK／ □ Not CUHK)	
Does event involve sponsors：□ No ／ □ Yes，Name：_____	

Applicants should attach event proposal, included run-down, financial forecast (if involve financial issues), organization information and sponsored content and mode.

C. Decoration Floor Plan (please show where the decoration will locate)



PSC Piazza



YIA Piazza

D. Event Rundown

Time	Event
	Set-up
	Event start
	Event end
	Clear-up

Declaration：I/We read, agree and undertake to observe the Venue Booking Terms and Conditions accompanying this form, include event set-up and clear-up time in the booking time stated in the booking form. If party member fails to restore the venue or properly tidy up the venue within the booking session, party may be suspended for next booking application until further notice.

Sign：_____ Date：_____ Organization Stamp：_____

(For Office use only) □ PSC Piazza (PSC) □ YIA Piazza (YIA)

1. Documents check-list： □ Registration Certificate □ Event Proposal □ CU link card

2. Approval status：**We □ approved／□ not approve this venue application**

Remarks：_____ Date & Stamp：_____

3. Copies to： □ Security Unit (Fax: 2603 5095) □ (YIA only)EMO (Fax: 3942 0974，General)

4. □ Applicant ：Already received confirmation from email

*** PIC must bring this letter along with them on site to prove they are allowed to use the venue ***