



# HONG KONG CHU HAI COLLEGE

J & C DEPT. VENUE BOOKING FORM  
(STUDENT)

REF NO: \_\_\_\_\_

<b>MUST APPLY AT LEAST ONE WORKING DAY (MONDAY TO FRIDAY 09:30 - 17:00) PRIOR TO USE. ONLY APPLY ON SCHOOL DAY OR PRESCRIBED SCHOOL OPENING HOURS.</b>	
Applicant:	Student Number:
Department:	Tel. No.:

<b>BOOKING DETAILS:</b>			
Purpose:			
Course Code/Nature of Event:			
No. of Participants:			
Booking date(s):		(DD/MM/YYYY)	Time:
			Extension:
#Opening Hours: Monday through Friday till 21:00; Saturday till 17:00			
<b>VENUE BOOKING (Please '✓' the relevant box)</b>		<b>MAX. CAPACITY</b>	<b>PURPOSE</b>
<input type="checkbox"/> W202	Crossmedia Visual Production (Studio 1)	20 Persons	Video Recording with Chroma Key
<input type="checkbox"/> W207/208	Crossmedia Multipurpose Theatre and Foyer and Changing Room	60 Persons	Shooting, Dry-run & Demonstration
<input type="checkbox"/> W301a	Crossmedia Postproduction Control Centre	5 Persons	Dubbing/Recording
<input type="checkbox"/> W301c	Mobile Communication Studio Control Centre	5 Persons	Dubbing/Recording
<input type="checkbox"/> W302	Crossmedia Visual Production Studio 2 <b>*To be used with the presence of the responsible teacher</b>	20 Persons	Video Recording
<input type="checkbox"/> W303	Crossmedia Audio Studio Control Centre 1	10 Persons	Sound Recording
<input type="checkbox"/> W304	Crossmedia Audio Studio Control Centre 2	15 Persons	Sound Recording With Chroma Key

Applicant's Signature:	Date:
Confirmed by Studio Management Office Signature:	
Approved by Department Admin:	



# HONG KONG CHU HAI COLLEGE

## J & C Department Studio Management Office

### Terms and Conditions (STUDENT)

1. All students should wear a well-fitted surgical mask. Maintain social distance at least one metre between students.
2. W202 (Crossmedia Visual Production Studio 1); W207 (Crossmedia Multipurpose Theatre and Foyer); W208 (Changing Room); W302 (Crossmedia Visual Production Studio 2) and W304 (Crossmedia Audio Studio Control Centre 2) are available for students and staff to practice or organize events.
3. Users are not allowed to bring food or beverages into the venues. Eating and drinking are not allowed. And smoking is prohibited.
4. Users should not remove any facilities or furniture housed in the venues without the authorization of Studio officers. Additional equipment will not be provided.
5. Users should clean up their working area when leaving.
6. Users should take care of their own belongings. Studio officers have the right to remove any unattended personal belongings that are found in the venues. Studio officers will not be responsible for any loss or damage to any personal belongings in the venues.
7. Users should not post posters in the venues without the authorization of Studio officers.
8. Spraying paint is prohibited.
9. Users should not install any software in the workstation or digital device without the authorization of Studio officers.
10. Before stepping on the Chroma Key floors, the users or visitors are required to clean up rocks, sands and dirt on their shoes. Shoes stained with mud are not allowed on the Chroma Key floors.
11. Removing shoes before stepping on the Chroma Key floors is highly recommended.
12. No dragging and jumping are allowed on the Chroma Key Floors.
13. For the expected visual effects, the Chroma Key subject must avoid wearing green clothes.
14. The users shall be responsible to meet the cost of repairing any damage caused to the facility, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other properties damaged or destroyed, stolen or removed during the use of the venues.
15. The users or visitors must follow the instructions given by the Administrative Staff or Studio Officers. Any users or visitors who violate the regulations will be asked to leave the venues immediately.
16. Each student could use the venue(s) for a maximum of **2 times per week, each time the maximum duration is 2 hours.** The second booking should be approved by their tutors.

**USER'S STATEMENT:**

**I HAVE READ AND UNDERSTOOD THIS AGREEMENT, AND I ACCEPT AND AGREE WITH ALL OF ITS TERMS AND CONDITIONS.**

**I ENTER INTO THIS AGREEMENT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS EFFECTS.**

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**SIGNATURE**

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**DATE**