



參考號碼 Reference No:

M-006/F/CKYC

申請人資料 Applicant Information			
中文姓名 Name in Chinese		學生証號碼 Student No	
外文姓名 Name in Block Letters		聯絡電話 Mobile Tel	

場地名稱 Name of Venue			
G024 學生共享空間 Junior Common Room		G039 餐廳 Dining Hall	G016 舞蹈室 Dance Studio
G028 學生廚房 Student Kitchen		G014 會議室 Meeting Room	1049 1樓樓層共享空間 1 <sup>st</sup> Floor Common Room
其他 / Others:			

※ 場地借用申請必須提前最少三個工作天遞交 / Application must be **at least 3 working days** prior to venue use date.

活動資料 Activity Information	
活動計劃書編號 Activity Proposal No	
活動名稱 Activity Name	
使用場地日期 Venue Use Date	
使用場地時段 Venue Use Period	
使用場地人數 Expected Participants	<input type="checkbox"/> CKYC Members : _____ <input type="checkbox"/> Non-CKYC UM Members : _____ <input type="checkbox"/> Outsiders : _____ Total of Expected Participants : _____

所需設備 Equipment Required			
項目 Item	數量 Quantity	使用地點 Venue	用途及原因 Reason for Borrowing Equipment
<input type="checkbox"/> 電子白板及遙控 Smart Board and Remote			
飯堂投影及音響設備系統 Dining Hall Projection & AV System <input type="checkbox"/> With Wireless Microphones 需要無線麥克風			
<input type="checkbox"/> 接駁綫 Cables ( VGA / HDMI / Sound )			



<input type="checkbox"/> 其他 Others			
<p>本人特此聲明對所申請借用的設備負上全部責任, 並包括以下條款:</p> <ol style="list-style-type: none"> <li>設備僅限申請人本人提取及歸還;</li> <li>設備借用必須提早最少一個工作天申請;</li> <li>設備必須最遲於活動結束後第一個工作天內交還</li> <li>如設備在借用期間受到損壞或遺失, 申請人必須負上全部責任 (如賠償該項設備);</li> <li>若未有遵守以上規則, 其日後之借用申請可能受影響。</li> <li>本人清楚知悉及了解&lt;澳門大學收集個人資料聲明&gt;的內容。</li> </ol> <p>I declare that I take full responsibility of this application for and not limited to the following:</p> <ol style="list-style-type: none"> <li>Equipment must be picked up by applicant and returned by applicant only,</li> <li>Application must be made <u>at least 1 working day</u> prior to pick-up date,</li> <li>Equipment must be returned <u>within 1 working day</u> after the date of using equipment,</li> <li>Applicant will be held responsible for all damage and missing equipment during the loan period,</li> <li>Violation of the terms above will affect any application by applicant in the future.</li> <li>I have acknowledged and understood the &lt;Personal Data Collection Statement of University of Macau&gt;.</li> </ol>			
<b>Applicant Confirmation 申請人確認</b>			
申請人簽名 Applicant Signature		日期 Date	
<b>Endorsement from Academic Staff of Choi Kai Yau College 書院教學人員之同意</b>			
<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意    Signature 簽名: _____ Date 日期: _____			
Comments 意見: _____ _____ _____ _____			
<b>Date of Submission to Choi Kai Yau General Office 遞交至書院辦公室之日期:</b>			
<b>收集個人資料聲明 Personal Data Collection Statement</b>			
<ul style="list-style-type: none"> <li>澳門大學根據第1/2006號法律作為一所公立高等教育機構, 將處理在本表格內所收集的個人資料作舉辦活動、提供服務及聯絡之用。The University of Macau being a public institution of higher education as set in Law No. 1/ 2006, will process the personal data collected on this form for activity organization, service providing and contact purposes.</li> <li>基於活動 或服務所需, 上述個人資料有可能轉交本澳或外地相關機構。Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in or outside Macao.</li> </ul> <p>申請人有權依法申請查閱、更正或更新其存於本校的個人資料。The applicants have the right to access, rectify or update their personal data stored at UM</p>			