

香港演藝學院

教學器材借用申請表

一般資料					
借用人：			職員 / 學生編號：		
全職 / 兼職：		主修 / 課程 / 年級 (只供學生填寫)：		聯絡電話：	
借用目的及使用地點					
請在適當的方格內加上 <input checked="" type="checkbox"/> 號及填寫相關之科目 / 活動項目 / 製作					
<input type="checkbox"/> 科目：			<input type="checkbox"/> 製作：		
<input type="checkbox"/> 活動項目：			<input type="checkbox"/> 其他：		
使用地點：					
借用日期					
借出			歸還		
日期：		時間：	日期：		時間：
簽收：			簽收：		
借用器材					
請填寫器材和所需之數量					
固定資產編號	器材	數量	固定資產編號	器材	數量
其他：(請註明)					

借用條款和條件：

1. 請於借用日**前七個工作天**將填妥之表格交回相關學院辦事處。
2. 如須取消，必須於借用日**前一個工作天**通知相關學院辦事處。
3. 借用人必須事先獲得老師或部門主管批准。
4. 借用人應遵守上述所提及借用及歸還用法說明 (如適用)。
5. 若有丟失或損壞學校之器材，借用人須**承擔全部責任**。借用人可能須就丟失或損壞之借用器材照價賠償 / 或被收取若干百分比之更換器材費用或維修費用。
6. 所有丟失或損壞的項目必須立即通知相關學院辦事處，同時，借用人更須儘快提交一份丟失或損壞報告給相關學院老師 / 職員。
7. 如借用人沒有在指定日期歸還借用器材，借用人可能需要繳交罰款。
8. 請參照學生手冊有關詳細借用和歸還指定學校器材的政策和程序。

我已得悉並明白借用和歸還指定學校器材的政策和程序。

我在此同意遵守這些條款和條件的說明。

借用人簽署：_____ 日期：_____

(由辦事處職員填寫)

學院批准 (由老師或部門主管批准)

姓名：	簽署：	日期：
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借用和歸還記錄 (由辦事處負責人填寫)

借出人：	簽署：	日期：
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收取人：	簽署：	日期：
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THE HONG KONG ACADEMY FOR PERFORMING ARTS

EQUIPMENT BOOKING FORM

General Information					
Name of Borrower:				Staff/Student No.:	
Department:		Major/Programme/Year:		Contact No.:	
Booking Purpose and Location of Use:					
<i>Please ✓ in the appropriate box and specify the title of course/project/productions below</i>					
<input type="checkbox"/> Course:			<input type="checkbox"/> Production:		
<input type="checkbox"/> Projects:			<input type="checkbox"/> Others:		
Location of Use:					
Booking Period					
Pick-up			Return		
Date:		Time:	Date:		Time:
Signature:			Signature:		
Equipment Required: <i>Please write the equipment and quantity required below</i>					
Fixed Asset No.	Description	Qty	Fixed Asset No.	Description	Qty
Others: (Please specify)					

Terms and Conditions:

1. Forms should be completed and return to the Department/Office concerned at least 7 days in advance to the requirement date.
2. Any cancellation must be reported one day prior to the requirement date.
3. Borrower must obtain prior approval from the teacher/Head of Department concerned
4. Borrower should observe the pick-up and return instructions stated above (if applicable).
5. Each borrower assumes FULL RESPONSIBILITY for loss of or damage to School Equipment they have signed out. The borrower may be subject to disciplinary actions and may be fined and/or charged for replacement cost or a percentage of the repair or replacement cost of the equipment for any damage to or loss of the equipment borrowed.
6. All missing or damaged items must be reported to the Department/Office concerned immediately and a damage/loss report must be submitted by the user to relevant faculty/staff as soon as possible.
7. Any borrower returning equipment past the allocated time period may be required to pay a fine.
8. The policy and procedures for borrowing School Equipment by a student are governed by the Rules and Regulations as stipulated in Student Handbook (Full Version).

I have read and understand the policy and procedures for borrowing the specified school equipment. I hereby agree to comply with the Terms and Conditions as stated.

Borrower's Signature: _____

Date: _____

For Office Use:		
Faculty Approval: <i>(To be signed by teacher/Head of Department concerned)</i>		
Name:	Signature:	Date:
Check Out and Check In Record <i>(To be completed by officer in charge)</i>		
Checked out by:	Signature:	Date:
Checked in by:	Signature:	Date: