

THE HANG SENG UNIVERSITY OF HONG KONG
Student Affairs Office
Application for the Use of The Inspiring (啟迪廊) by Student Organisations

Notes for Applicants

- 1) Please read carefully the “[Rules and Regulations for the Use of The Inspiring](#)” before completing the form.
- 2) Applications must be made by a representative of a Registered Student Organisation(s) under the HSUHK Students’ Union.
- 3) The following documents should be submitted via the Student Booking System, or the application will not be processed.
 - i. this application form and
 - ii. a detailed programme proposal (including rundown/ itinerary, division of work, detailed budget plan, contingency plan)
- a) All bookings should be submitted via the Student Booking System. Students can submit their applications up to four months in advance. Applications made less than 14 days before the intended date of events will not be entertained.
- b) Events /activities organised with special equipment may induce service charges.
- c) HSUHK reserves the right to suspend any venue booking that does not comply with the rules and regulations.
- d) No venue set-up service will be provided. Users must revert the venue set-up on the event day. This includes returning the furniture to their original positions, as well as removing any decorations and backdrops.
- e) No food and drinks (except water) are allowed in the Inspiring.

I) Particulars of Users

Name of Student Organisation :

Name of Applicant :

Student ID No :

Contact Tel/Mobile No :

Email Address :



*Rules and Regulations for
the Use of The Inspiring*

I hereby confirm that the information provided above is true, and I have read, agree to and will adhere to the venue booking terms and conditions accompanying this form.

Signature of Applicant

Position held in the Student Organisation

Date

II) iGPS

The Inspiring is a venue that aims at fostering student growth and development. Events or activities organized in the venue should fall under the ambit of **iGPS**. Please complete the table below if appropriate.

Intellectual Competence

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Generic Skills

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Personal Development

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Social Engagement

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