

# DBS Sports Development Department

## DBS Sports Facilities Booking Application Form

August 2016

\*\*\* To facilitate better arrangement, please complete and submit the application form to the Sports Development Department 7 working days ahead. Please get back this signed Form two days before the use of the venues. \*\*\*

申請人姓名 Name of applicant	申請人電話號碼 Contact number of applicant
團隊/ 部門 Name of team / department	
擬借用的設施 Facility / Facilities required: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 50%;"><input type="checkbox"/> Basketball Court</div> <div style="width: 50%;"><input type="checkbox"/> Student Activity Room (Auditorium)</div> <div style="width: 50%;"><input type="checkbox"/> Covered Playground</div> <div style="width: 50%;"><input type="checkbox"/> Field [whole / half]*</div> <div style="width: 50%;"><input type="checkbox"/> Batting Cage</div> <div style="width: 50%;"><input type="checkbox"/> Gymnasium [whole / half]*</div> <div style="width: 50%;"><input type="checkbox"/> Tennis Court [whole]*</div> <div style="width: 50%;"><input type="checkbox"/> Swimming Pool (indoor / outdoor)* [_____lanes / whole pool]*</div> <div style="width: 50%;"><input type="checkbox"/> Track (long jump pitch/ discus cage/ 60m running slope/ shot-put area)*</div> <div style="width: 50%;"><input type="checkbox"/> Weight Room</div> <div style="width: 50%;"><input type="checkbox"/> BBQ Pit</div> </div>	
<b>Particulars of Event</b>	活動名稱 Name of event
	用途 Purpose <div style="display: flex; align-items: center; padding-left: 20px;"> <input type="checkbox"/> Training           <input type="checkbox"/> Match           <input type="checkbox"/> Others: _____ (Please remark)         </div>
	借用日期 Date
	借用時間 Time
	預期參加人數 Estimated no. of participants
活動的負責人 (請提供 2 名負責人的姓名, 而其中一名負責人 <b>必須</b> 在已預訂的時段到有關場地取場。) Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.)	
Responsible person (A) 先生/ 女士 * _____ 電話號碼 _____ Mr/ Miss/ Ms/ Mrs * _____ Contact no.: _____	
Responsible person (B) 先生/ 女士 * _____ / _____ 電話號碼 _____ / _____ Mr/ Miss/ Ms/ Mrs * _____ Contact no.: _____	

\* Please specify or delete as appropriate

Application Date

Name of staff-in-charge

Signature of staff-in-charge

Recommendation from the concerned Sports Department

Date of receipt: \_\_\_\_\_

For Official Use

Facility / Facilities:

For Sports Office Use

☐ Available

☐ Unavailable Remark: \_\_\_\_\_

For Headmaster Approval

☐ Approved

☐ Not approved Remark: \_\_\_\_\_

Deputy Sports Master  
C.H. Cheung

Date:

Headmaster  
R.K.Y. Cheng

Date:

**DBS Sports Development Department**  
**DBS Sports Facilities Booking Application Form**

August 2016

**Name For Outsiders Using Sports Facilities**

**Venue:**

**Date:**

**Time:**

No.	Name	Gender	ID Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Name of Applicant**  
**Date:**

**Note**

The personal data provided by the Applicant will only be used for processing applications for use of Sports Facilities managed by the Sports Department. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.