



APPLICATION FORM FOR E-MAKING STUDIO BOOKING 電子媒體工作室預約申請表

*Please finish and email the application form to e-studio@cpce-polyu.edu.hk and we will reply you within 3 working-days.

I APPLICANT PARTICULARS 申請人資料

Student No. 學生編號		Contact no. 聯絡號碼	
Name in Chinese 中文姓名	*先生/小姐	Name in English 英文姓名	*Mr. /Miss

II BOOKING INFORMATION 預約資料

Date (D/M/Y) 日期 (日/月/年)		no. of user 使用人數	
Seesion for booking 預約時段 (Please put a V in the box)	<input type="checkbox"/> Session 1	Monday to Saturday	9:30 am - 11:30 am 2 hours
	<input type="checkbox"/> Session 2	Monday to Saturday	12:00 pm - 2:00 pm 2 hours
	<input type="checkbox"/> Session 3	Monday to Saturday	2:30 pm - 4:30 pm 2 hours
	<input type="checkbox"/> Session 4	Monday to Friday	5:00 pm - 7:00 pm 2 hours
	<input type="checkbox"/> Other	Monday to Saturday	_____ hour(s)

* User can book either one or two hour per session and up to two sessions per week.

* The maximum number of people per session is 6.

Opening Hours :

Monday to Friday : 9:30 am to 7:00 pm

Saturday : 9:30 am to 7:00 pm

Sunday and Public Holiday : Closed

Payment & booking Fee : HKD200 per hour / HKD400 per 2 hour (i.e. each session)

* Please settle the payment at iPay Kiosk# within 3 workin days upon receiving email notification, then bring the receipt to ITU helpdesk counter at 5/F, South Tower, Student Computer Centre, WK Campus to confirm booking.

* iPay Kiosks : # UG/F, HHB campus # S2/F, WK campus

* The time-slots will be released to other users if you fail to do so.

For ITU Use :

Staff	Date
Remarks	