

**The University of Hong Kong  
Centre for Sports and Exercise  
Facility Booking for Internal Group  
Staff Group Registration Form  
(April 2021 – March 2022)**

Faculty/Department: \_\_\_\_\_

Name of Director/Chairman: \_\_\_\_\_(English) \_\_\_\_\_(Chinese)

Staff No: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide the information of your fellow staff members in the table below:

Position	Name	Staff No	Mobile No	Email

I, \_\_\_\_\_(Director/Chairman), hereby verify the above information is correct for the duration of April 2021 – March 2022.

Signature of the Director/Chairman: \_\_\_\_\_ Date: \_

\_\_\_\_\_

Official Chop: \_\_\_\_\_

*Please send this form to [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk)*

---

---

***For CSE's Use***

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Booking  
Officer, CSE

Eligibility: ( ) Online and special bookings ( ) Special bookings only

Approved / Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Director (Facility Management)