

**The University of Hong Kong
Centre for Sports and Exercise
Facility Booking for Internal Groups
Staff Group Registration Form
(April 2025– March 2026)**

Faculty/Department: _____

Name of Chairman (Dean/ Head): _____ (English) _____ (Chinese)

Staff No: _____ Tel: _____ Email: _____

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

Position	Name	Staff No	Mobile No	Email

I, _____ (Dean/ Head), hereby verify the above information is correct for the duration of April 2025 – March 2026.

Signature of the Dean/ Head: _____ Date: _____

Official Chop: _____

Please send this form to 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: _____

Operations and Business Development Manager