

**The University of Hong Kong  
Centre for Sports and Exercise  
Facility Booking for Internal Groups  
Staff Group Registration Form  
(April 2024– March 2025)**

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 2024 – March 2025.

Signature of the Dean/ Head: \_\_\_\_\_ 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: \_\_\_\_\_

Operations and Business Development Manager