

Hong Kong Baptist Theological Seminary

Use of Center Facilities Terms & Regulations

Applied Theological Education Center (ATEC)

Address: 7 – 9/F., Christian Center, 56 Bute St., Mongkok, Kowloon.

Telephone No.: 2715 9511

Fax No.:2761 0868

Note to Applicants

1. Our Center space and facilities will be made available primarily to Christian churches and organizations.
2. Applicant should complete the application form stamped with the chop of the group or organization.
3. Agendas of the meetings, activity promotion leaflets, program brochures should be submitted together with the application form for our consideration of approval.
4. A check (postdated check is accepted) in full payment of the camp fees should also be submitted together with the application form at least 1 month prior to the proposed period of usage. Venue booking will be confirmed only when payment by check is made.
5. Payment method : Application should be made in person or by mail to **Campus Service Office, Hong Kong Baptist Theological Seminary, 1 Nin Ming Road, Sai O, Sai Kung (North), N. T.** together with a crossed check payable to **Hong Kong Baptist Theological Seminary**.
6. The Seminary will process the application and respond to the applicant within 1 month upon the receipt of the application form and check. There will be a full refund of check deposit for unsuccessful application.
7. The application will be void if the applicant fails to make payment 2 weeks prior to the proposed date of usage.
8. After confirmation of booking and if the applicant notifies the Seminary in writing of the booking cancellation 2 weeks prior to the initial intended using date, a 50% refund will be made to the applicant. If the notification is made less than 2 weeks prior to the intended usage date, the applicant will not be refunded.
9. A 20% discount will be made for all venues when being used for a period of 4 consecutive hours.
10. Members of the Baptist Convention of Hong Kong may apply for a 15% discount.
11. The Seminary reserves our rights to amend the terms and regulations and to adjust charges without prior notice.

Note to Users of the Venue

1. Since the Center caters for quiet activities like academic seminar and conferences, users are requested to be considerate and to avoid disturbing others.
2. Keep the Center clean. No eating, drinking or smoking is allowed inside the classroom and the Center.
3. Users are requested to check if all the facilities for use are in good order, and to notify the Center's staff at once of any problem. Please use the venue and the facilities with care. We reserve the right to demand payment for repairs if any damages are caused by the users.
4. Take care of your personal belongings. The Center will not be responsible for any loss or damage of personal belongings.

5. Use of the venue or facilities will not be permitted without prior approval from the Center administration.
6. AV equipment of VCD, DVD and VHS display functions is available in most of the classrooms.
7. With the exception of the portable keyboard (charge \$100 per booking), the above listed fees include use of facilities in the venue and air conditioning.
8. The venue at the Center will be opened 15 minutes before the meeting.
9. Use of venue that goes 15 minutes beyond the time reserved is counted as 1 hour.

Venue/Equipment Rental Fees

Venue	Room capacity	Facilities provided	Hourly Rate	2 Hours Session 10% off	3 Hours Session 15% off	4 Hours Session 20% off
Classroom (1) 807, 811	15	Whiteboard, overhead projector, tables and chairs, microphone and AV player*,	\$132	\$238	\$337	\$422
Classroom (2) 812, 701a/b, 702a, 706a	20	Whiteboard, overhead projector, tables and chairs, LCD Projector*(includes screen), microphone and AV player*,	\$168	\$302	\$428	\$538
Classroom (3) 702b, 706b, 904	30		\$225	\$405	\$574	\$720
Classroom (4) 701	50	Whiteboard, overhead projector, tables and chairs, LCD Projector(includes screen), microphone, AV player,	\$280	\$504	\$714	\$896
Classroom (5) 702, 706	70		\$315	\$567	\$803	\$1008
Rehearsal Room (1) 905a/b	40	Grand piano*, movable whiteboard, tables and chairs, mirror wall, microphone, sound system, LCD projector* (includes screen).	\$270	\$486	\$689	\$864
Rehearsal Room (2) 905	80		\$340	\$612	\$867	\$1088
Conference Room 801	100	Whiteboard, overhead projector, tables and chairs, TV, video, microphone, sound system LCD projector (includes screen).	\$450	\$810	\$1148	\$1440
-	-	Portable Keyboard	\$100/time			

Remark: Please advised our staff to avail the facilities (with * mark) in the venue that you have reserved.

Typhoon Information

1. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 6:00am, the Center will be closed in the morning. The applicant may choose to postpone the meeting or cancel the booking. In case of cancellation, the deposit will be refunded.
2. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 12 noon, the Center will be closed in the afternoon. The applicant may choose to postpone the meeting or cancel the booking. In case of cancellation, the deposit will be refunded.
3. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 3:00pm, the Center will be closed in the evening. The applicant may choose to postpone the meeting or cancel the booking. In case of cancellation, the deposit will be refunded.
4. In case the above signal is hoisted during the meeting period, the Seminary reserves the right to handle the situation as deemed appropriate.

**Hong Kong Baptist Theological Seminary
Applied Theological Education Center
(Use of Facilities Application Form)**

For Office use only

Application No : _____
Date Received: _____
Date Approved: _____
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
<input type="checkbox"/> Entitled discount <input type="checkbox"/> Not entitled

A. Applicant's Personal Details

Name:	Name of church/institution:
Position:	Contact phone #: _____ Fax: _____
Address:	
e-mail address	
Member of the Baptist convention of Hong Kong : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Apply for 15% discount (<i>applicable for the convention members only</i>) : <input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Venue/Equipment

Venue/Equipment	Date	Time	Total no. of people	Activity Nature	Charges
Classroom ()					
Classroom ()					
Classroom ()					
Classroom ()					
Classroom ()					
Rehearsal Room (1)					
Rehearsal Room (2)					
Conference Room					
Portable Keyboard					
If run out of space, please enclose an appendix			Total venue/equipment charges:\$ _____ Total after discount:\$ _____		

Organization Stamp
(For registered organization/institution)

This institute/I guarantee that the above information is accurate, and is/am willing to follow the rules and instructions of the center. This institute/I will be responsible for all breaches of rules or accidents incurred.

Applicant's Name : _____
Signature : _____
Date : _____

Note: _____

Approved by : _____ Date : ____ / ____ /20

For office use only	Deposit : _____	Payment of O/S Fees: _____	Processing Person: _____
	Cash/Cheque No.: _____	Cash/Cheque No. : _____	
	Receipt No. : _____	Receipt No.: _____	
	Date : _____	Date: _____	Stamp: _____
	Outstanding Payment: _____		