

# **Hong Kong Baptist Theological Seminary**

## **Use of Centre Facilities Terms & Regulations**

### **Applied Theological Education Centre (Prince Edward)**

Address: 7 – 9/F., Christian Centre, 56 Bute Street, Mongkok, Kowloon.

Contact Phone No.: 2789-2200      Fax No.:2390-2276      email address: atecinfo@hkbtn.edu.hk

#### **Note to Applicants**

1. Our Centre space and facilities will be made available primarily to Christian churches and organizations.
2. Applicant should complete the application form stamped with the organization chop. First time applicant is required to submit the organization's Certificate of Incorporation with the application form.
3. Agendas of the meetings, promotion leaflets, program brochures should be submitted together with the application form for our consideration and approval.
4. Applicant should send us the application form with an application fee of \$100 (by cheque or bank-in slip for the fee into our Hang Seng Bank Account: 787-471705-001) three (3) months at most and one (1) month at least prior to the proposed period of usage. Application in less than one (1) month or instant booking will not be accepted. The application fee is non-refundable regardless of the result of an application.
5. Application can be submitted in person to 7/F of our Centre.
6. Payment method:
  - a. By crossed cheque payable to "Hong Kong Baptist Theological Seminary".
  - b. For deposit into our Hang Seng Bank Account: 787-471705-001, please write down the name of your institution and application no., if applicable, on the pay-in slip and mail to: Campus Service Office, 7/F., Christian Centre, 56 Bute Street, Mongkok, Kowloon.
7. The Seminary will notify the applicant in writing the result of the application and invoice with a designated date for full payment within one (1) week upon the receipt of the application form with the application fee. The Seminary reserves the right to decline any application without providing explanation. The application fee will not be refunded.
8. Confirmation of the venue booking will be made only when the fees and charges are settled according to the designated schedule. The application will be void automatically and the application fee will not be refunded if the applicant fails to honor on-time payment.
9. 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, 50% refund will be made to the applicant. If the notification is made less than 2 weeks prior to the intended usage date, no refund will be made to the applicant.
10. The Seminary reserves our right to amend the terms and regulations and to adjust charges without prior notice.

#### **Note to Users of the Venue**

1. Since the Centre caters for quiet activities like academic seminars and conferences, users are requested to be considerate and to avoid disturbing others.
2. Keep the Centre clean. No eating, drinking or smoking is allowed inside the classrooms and the Centre.
3. Users are requested to check if all the facilities for use are in good order, and to notify the Centre'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 Centre will not provide any display or storage space and we

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 Centre administration.
6. AV equipment of VCD and DVD display functions is available in most of the classrooms.
7. The venue at the Centre will be opened 15 minutes before the meeting.
8. 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-Hour Session	3-Hour Session	4-Hour Session
			Hourly Rate			
Classroom (1) 807, 811	15	Whiteboard, tablet chairs and TV.	\$210	\$190	\$179	\$168
Classroom (2) 812, 701a/b, 702a*, 706a	20	Whiteboard, microphone, tablet chairs, foldable table (2x6ft.) 5-7pcs*.	\$255	\$230	\$217	\$204
Classroom (3) 702b*, 706b, 904#	30		\$330	\$298	\$280	\$264
Classroom (4) 701	50	Whiteboard, microphone, LCD Projector (includes screen), AV player, tablet chairs, foldable table (2x6ft.) 10pcs*.	\$425	\$383	\$360	\$340
Classroom (5) 702*, 706	60		\$470	\$423	\$400	\$376
Rehearsal Room (1) 905*▲a/b	40	Grand piano▲, mirror wall, movable whiteboard, microphone, sound system, LCD projector (includes screen), chairs, foldable table (2x6ft.) 6pcs*.	\$425	\$383	\$360	\$340
Rehearsal Room (2) 905*▲	80		\$530	\$478	\$450	\$424
Conference Room 801	100	Whiteboard, microphone, sound system, LCD projector (includes screen), keyboard, tablet chairs.	\$695	\$626	\$590	\$556

Remark:

1. Classroom 702 is facilitated with long table and chairs, half room accommodate 15-20 persons, and 30 persons for whole room. Please advised our staff to avail the facilities (with \*) in the venue that you have reserved.
2. A grand piano is provided in the venue with▲, and upright piano is provided with # marked.

### Typhoon Information

1. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 6:00am, the Centre 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 Centre 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 Centre 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 Centre (Prince Edward)**  
 (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: _____ <input type="checkbox"/> Mr./ <input type="checkbox"/> Miss/ <input type="checkbox"/> Ms.	Name of Church/Institution: _____	
Position: _____	Contact Phone: _____	Fax: _____
Address: _____		
Email Address _____		
Member of the Baptist Convention of Hong Kong? : <input type="checkbox"/> Yes <input type="checkbox"/> No		

**B. Venue/Equipment**

Venue/Equipment	Date	Time	Total no. of people	Activity Nature	Charges
		to			\$
		to			\$
		to			\$
		to			\$
		to			\$
		to			\$
If run out of space, please enclose an appendix			<input type="checkbox"/> Received application fee \$100 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 centre. This institute/I will be responsible for all breaches of rules or accidents incurred.

Applicant's Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Note: \_\_\_\_\_

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Check by : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/20\_\_\_\_