Date: ______________________

Application for Permission to Overstay in CVA 703 / CVA 705
7/F, Communication and Visual Arts Building

Overstaying Date / Time
From: _____________________(Date)__________(Time)  To _____________________(Date)__________(Time)
Room No. _____________________( CVA703 Computer Lab / CVA 705 Broadcast Journalism Editing Room)

Reasons for Overstaying: _________________________________________________________________________

For Internal use

Approval / Recommendation by the Subject Instructor / JOUR Technician: ____________________________
Signed and Chopped by Designated Technician: ____________________________
Open the door by Estate Office Staff _______________     Lock the door by Estate Office Staff _______________

Name of Applicant: ____________________ Student No. : ___________________ Contact No.: _________________

Name and Student No. of Participant(s):
1. __________________________________________  11. __________________________________________
2. __________________________________________  12. __________________________________________
3. __________________________________________  13. __________________________________________
4. __________________________________________  14. __________________________________________
5. __________________________________________  15. __________________________________________
6. __________________________________________  16. __________________________________________
7. __________________________________________  17. __________________________________________
8. __________________________________________  18. __________________________________________
9. __________________________________________  19. __________________________________________
10. _________________________________________   20. ___________________________________________

Policies of Overstay:
1. The applicant should be responsible for any damages on fixtures and equipments in the room(s) for overstay booking.
2. Applicant must have the form endorsed by the subject instructor / JOUR technicians. Application of overstay is required at least ONE Working Day in advance.
3. After approval by the Subject Instructor / JOUR technicians of Journalism Department, one of four copies is kept by Technicians / General Office and the remaining three copies (the original copy + 2 m/c copies are required to submit to CVA G/F Security Room immediately by the applicant for their registration and approval.
4. For any subsequent amendment or cancellation of the request, applicants please notify the Estate Office by calling 3411 5660 / 3411 5688 and submit a new form to Estate Office before the day of use.
5. For Sunday and Public Holiday, there will be no air-condition services provided.
6. The applicants is responsible for the overstay application (time allowed: 1730 – 0900) and must stay in the room(s) until the G/F Security Guard come to lock the doors. If any students who fail to meet the above-mentioned arrangement, the department has the authority to refuse him/her application for overstay in the room(s) in the future.