Application for Permission to Overstay in CVA 811 / CVA 812
8/F, Communication and Visual Arts Building
(For Undergraduate Students ONLY)

Overstaying Date / Time
From: _____________________ (Date) ____________ (Time)  To _____________________ (Date) ____________ (Time)
Room No. _____________________ ( CVA 811 and 812 Student Workshop)

Reasons for Overstaying: _________________________________________________________________________

Approval / Recommendation by the Subject Instructor: ____________________________
Signed and Chopped by JOUR General Office: ____________________________
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 / General Office. Application of overstay is required at least ONE Working Day in advance.
3. After approval by the Subject Instructor / General Office of Journalism Department, one of four copies is kept by 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. There is no air-condition services provided from Monday to Saturday during 2200-0800. For Sunday & Public Holiday, there should be no air-condition services for the whole day.
6. The applicants is responsible for the overstay application (time allowed: 2200 – 0900) and must stay in the room(s) until the Estates Office’s staff 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.