



校外機構場地申請表
Venue Application Form For External Organization

申請機構資料 Details of Organization	
申請機構名稱： Name of Organization:	
機構負責人： Responsible Person:	
機構性質： Nature:	<input type="checkbox"/> 非牟利社團/機構 Non-profit Association/Organization <input type="checkbox"/> 政府部門 Macau SAR Governmental Organization <input type="checkbox"/> 商業機構 Commercial Organization <input type="checkbox"/> 其他 Others _____
地址： Address:	
聯絡人： Contact Person:	
電話： Tel.:	
電郵： Email:	
活動內容 Event Description	
活動名稱： Name of event:	
活動簡介： Event Introduction:	
	(如填寫空間不足，請以附件補充資料。Please supplement information by attachment, if the space is not enough)
活動參與人數： No. of Participants:	
支持/贊助單位： Supporting/Sponsor Organization(s):	
合辦/協辦機構： Co-organizer(s):	
活動/門票收費： Ticket/Admission Fee:	



澳門大學

UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

申請編號 Application No. : _____

要求借用的場地 Requested Venues	
場地 Venues	借用日期及時間 Requested Date and Time 開放時間 Opening Hours: 08:00 – 22:00
<input type="checkbox"/> 圖書館廣場 Library Plaza	
<input type="checkbox"/> 學生活動中心廣場 Student Activity Centre Plaza	
<input type="checkbox"/> 戶外道路 Outdoor Avenues	
<input type="checkbox"/> 大學會堂   University Hall	
<input type="checkbox"/> 大學會堂綵排室 Rehearsal Room	
<input type="checkbox"/> 學生活動中心劇院   Student Activity Centre Theatre	
<input type="checkbox"/> 圖書館演講廳   Library Auditorium	
<input type="checkbox"/> 演講室 容納人數 :   Lecture Hall Capacity: _____	
<input type="checkbox"/> 課室 課室數目 : Classroom No. of classrooms: _____	
<input type="checkbox"/> 聚賢樓多功能廳 Multi-function Hall <input type="checkbox"/> N1-G008 <input type="checkbox"/> N1-G014 <input type="checkbox"/> N1-G018	
<input type="checkbox"/> 攤位 Booth 地點 : _____ 攤位數量 : _____ Location: _____ No. of Required: _____	(開放時間 Opening Hours: 09:00 – 17:00)
<input type="checkbox"/> 其他 : Others: _____	
  配有輪椅專用位置及聽覺輔助設備 Equipped with Designated Wheelchair Spaces and Assistive Listening Devices	
申請機構負責人簽署及蓋章 Representative Signature & Chop	澳門大學填寫專用 For UM Only
姓名 Name: _____ 職位 Title: _____ 日期 Date: _____	
注意事項 : <ul style="list-style-type: none"> 請於場地使用日起計 30 日或之前以正式公函 (收件人請註明為澳門大學校長) 並連同公司/機構之簡介及活動內容向澳大遞交有關申請 ; 申請機構最遲須於活動舉行前十五個工作天向澳大校園服務處提交此場地申請表及活動詳細資料 , 澳大將以公函正式回覆有關場地申請結果 ; 申請機構已參閱及同意遵守“澳門大學供校外機構場地使用規條”及“澳門大學私隱政策聲明” , 詳情請瀏覽網站 https://css.cmdo.um.edu.mo/及 https://www.um.edu.mo/zh-hant/privacy-policy/privacy-policy-statement/ ; 申請機構同意為活動購買公眾責任保險(租借校內攤位除外) , 詳情請參閱場地使用規條 ; 如有查詢 , 請電郵至 css.venue@um.edu.mo . Reminders: <ul style="list-style-type: none"> Please submit an official letter including the introduction of the company/association and the activity, addressed to the Rector of The University of Macau (UM) at least 30 days prior to the reservation date ; The completed venue application form and the event details should be submitted to Campus Services Section (CSS) of UM at least 15 working days prior to the reservation date. Applicant will be informed of the application result by letter ; Applicant read and agree to observe and comply with “Rules on Use of Venue for External Organizations” and the “Personal Data Collection Statement” of the university as stated on the website at https://css.cmdo.um.edu.mo/ and https://www.um.edu.mo/zh-hant/privacy-policy/privacy-policy-statement/ ; Applicant agrees to purchase public liability insurance for the events (excluding rental of booth). For details, please refer to the rules on use of venues ; For enquiry, please contact CSS via email css.venue@um.edu.mo. 	