

香港文化博物館
Hong Kong Heritage Museum

使用教育室申請表
Application for Use of Education Room

學校／團體名稱

Name of School/ Organisation: _____

學校／團體地址

Address of School/ Organisation: _____

參觀日期

Date of Visit: _____

參觀時間

Time of Visit: _____

參觀人數

No. of Participants: _____

年級/年齡

Class /Age: _____

老師／隨行工作人員數目

No. of Teachers/ Accompanying Staff: _____

帶隊老師／負責人姓名

Name of teacher-in-charge/ person-in-charge: _____

使用該設施的目的 (可選擇多於一項) :

Intended use of the facility: 參觀前簡介 Pre-visit Briefing

(Please select one or more) 參觀前討論及活動 Pre-visit Discussion & Activity

參觀後討論及活動 Post-visit Discussion & Activity

其他 (請註明) Others (Please Specify) _____

使用教育室的時間 (最多兩節) :

Planned time of using the facility (Two sessions maximum):

10:00 – 11:00am 11:15 – 12:15pm 12:30 – 1:30pm 1:45 – 2:45pm

3:00 – 4:00pm 4:15 – 5:15pm

擬使用的教育室 Please indicate your choice of room:

A. 教育活動室 Education Studio

B. 演講室 Seminar Room

設有白板、兩張大工作檯，40 張圓檯
、5 張塑膠靠背椅及 4 個洗手盤

White board, 2 large working tables, 40
stools, 5 plastic chairs & 4 sinks provided

設有白板、70 張附帶書寫摺板的坐椅

White board, 70 chairs with folding writing
boards provided

第一選擇 First Choice: _____ 第二選擇 Second Choice: _____

同時使用兩間教育室，請在格內加✓

Please tick if both Education Studio and Seminar Room are requested

聯絡人

Contact Person: _____

電子郵箱地址

Email address: _____

聯絡電話

Contact Telephone No.: _____(辦公室 Office) _____(手提電話 Mobile Phone)

傳真號碼

Fax No. : _____

學校／團體印鑑 School/ Organisation Chop

申請使用教育室須知

1. 凡在香港註冊的幼稚園、小學、中學、專上學院、大學、註冊慈善及非牟利團體均可申請使用。
2. 由於場地面積有限，使用教育活動室的人數以不可多於 45 人為合，而使用演講室的人數以不超過 70 人為合。
3. 逢星期二、六、日及公眾假期，教育室均不會開放予上述團體使用。
4. 請勿在教育室存放貴重物品，如有任何遺失，本館恕不負責。
5. 請小心使用教育室內設施，本館保留追究申請者因不當使用而導致損毀的賠償責任。
6. 申請人可在擬使用日期前三個月至兩星期內遞交申請表格，並將填妥表格寄交或圖文傳真至香港文化博物館「教育組」（信封面請註明「申請使用教育室」）。註冊慈善團體及註冊非牟利機構於遞交申請表格時，請附上有關之證明文件副本以證明其慈善性質或非牟利性質。證書副本必須由機構負責人正式簽署，連同團體蓋印，以示真確。申請將根據先到先得的辦法作出安排。香港文化博物館地址：沙田文林路 1 號；傳真號碼：2180 8222。
7. 博物館會於擬使用教育室日期前兩星期回覆申請結果。如申請被接納，博物館會致函有關學校或團體以確定使用日期及安排。如於使用日前兩星期仍未接獲本館回覆，請致電 2180 8180 與本館職員聯絡。
8. 申請表格內所提供的個人資料只作申請本服務之用。閣下如要求查閱及更正有關的個人資料，請致電 2180 8180 與本館職員聯絡。
9. 如需變更申請表格內的資料，或取消該項申請，請即通知本館職員。

Notes on application for use of education room

1. All kindergartens, primary schools, secondary schools, post-secondary institutes, universities, charitable organisations and non-profit-making organisations registered in Hong Kong are eligible to apply.
2. Because of limited area of the facilities, the use of Education Studio and Seminar Room should be limited to 45 and 70 persons respectively.
3. Education rooms are not opened for use by the above groups on Tuesdays, Saturdays, Sundays and public holidays.
4. Please do not leave any valuables in the facility. The Museum is not held responsible for any loss.
5. Please use the education rooms with care. Successful applicants will be held liable for any damage to the facility resulted from improper use.
6. Please complete the application form and send it back to the Education Team, Hong Kong Heritage Museum 2 weeks to 3 months in advance either by mail (please mark “Application for Use of Education Room” on the envelope) or by fax to 2180 8222. For registered charitable organisation or registered non-profit-making organisation, applicant should produce copies of supporting documents to identify the charitable nature or non-profit-making nature of the organisation. The copies should be certified true by an authorized officer together with the organisation chop. Applications will be processed on a first-come-first-served basis. (Address: 1 Man Lam Road, Sha Tin, N.T.)
7. The Museum will notify the applicant the result of application 2 weeks before the proposed date of use. If the application is accepted, the museum will confirm the arrangements with the group concerned by fax. If no reply is received from the Museum 2 weeks before the date of use, please contact our museum staff on 2180 8180.
8. The personal data provided in the application form will be used only for the purpose of processing the application. For correction of or access to personal data after submission of the form, please contact our museum staff on 2180 8180.
9. Please notify the Museum immediately should there be any alterations or cancellation made regarding your application.