

香港文化博物館
Hong Kong Heritage Museum

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

學校／團體資料 Information of school/organisation	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:	____/____/____ (dd/mm/yyyy)	參觀時間： Time of Visit:
	參觀人數： No. of Visitors:		年級／年齡： Class/Age:
	老師／隨行工作人員數目： No. of Teacher/ Accompanying Staff:		帶隊老師／負責人姓名： Name of Teacher-in-charge/ Person-in-charge:
使用設施目的 Intended use of facility	請選擇使用該設施的目的，並在適當的空格內加✓（可選擇多於一項）： Please tick the appropriate box(es) for the intended use of the facility (Please select one or more):		
	1. 參觀前簡介 Pre-visit Briefing	<input type="checkbox"/>	
	2. 參觀前討論及活動 Pre-visit Discussion & Activity	<input type="checkbox"/>	
	3. 參觀後討論及活動 Post-visit Discussion & Activity	<input type="checkbox"/>	
	4. 其他（請註明）： Others (Please Specify):		
使用時段 Time of usage	請選擇使用該設施的時段，並在適當的空格內加✓（每節 1 小時，最多 2 節）： Please tick the appropriate box(es) for the planned time of using the facility (1-hour per session, a maximum of 2 sessions):		
	1. 10:00am-11:00am	<input type="checkbox"/>	2. 11:15am-12:15pm
	3. 12:30pm-1:30pm	<input type="checkbox"/>	4. 1:45pm-2:45pm
	5. 3:00pm-4:00pm	<input type="checkbox"/>	6. 4:15pm-5:15pm
擬使用的設施 Choice of facility	請於適當的空格內填“1”（第一選擇）；“2”（第二選擇） Facility intended to use: Put “1” for first choice, “2” for second choice.		
	<input type="checkbox"/> 教育活動室 Education Studio 設有白板、7 張大工作檯、45 張圓凳及 4 個洗手盤 Whiteboard, 7 large working tables, 45 stools & 4 sinks provided	<input type="checkbox"/> 演講室 Seminar Room 設有白板及 70 張附帶書寫摺板的坐椅 Whiteboard & 70 chairs with folding writing boards provided	
	*如同時使用教育活動室及演講室，請在右方空格內加✓： *Please tick the box on the right if both Education Studio and Seminar Room are requested:		<input type="checkbox"/>
聯絡方法 Contact methods	聯絡人： Contact Person:		電子郵箱地址： Email Address:
	聯絡電話： Telephone No.:	（辦公室 Office）	傳真號碼： Fax No.:
		（手提電話 Mobile Phone）	
	學校／團體印鑑 School/Organisation Chop:		

申請使用教育室須知

1. 註冊學校（必須為幼稚園、小學、中學、專上學院或大學）、註冊慈善或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（見第一點）。
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的設施，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三個月至兩星期前遞交申請表格。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（如稅務局依據稅務條例第八十八條發出之信件、香港政府憲報所列之註冊慈善團體名單或社會福利署所發出之信件證明該團體為政府資助的團體）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原則作出安排，唯申請接受與否，博物館保留最終批核權。請將填妥表格電郵至 hkhm@lcsd.gov.hk、寄交沙田文林路 1 號香港文化博物館（信封面請註明「申請使用教育室」）或圖文傳真 2180 8222 至香港文化博物館「教育及推廣組」。
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，博物館會以傳真方式致函有關團體以確定使用日期及安排。如於使用日期前一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。申請人如欲查閱及更正本表格所收集的個人資料，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 Rooms

1. Registered schools (must be kindergartens, primary schools, secondary schools, post-secondary institutes or universities), and registered charitable organisations or non-profit-making organisations are eligible to apply.
2. Due to spatial limitation, the number of participants in Education Studio and Seminar Room should be limited to 45 and 70 persons respectively.
3. Education rooms are not opened for the above groups (see Note 1) on Tuesdays, Saturdays, Sundays and public holidays.
4. Please do not leave any valuables in the education rooms. 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. Applications can be made up to 3 months in advance and must be made at least 2 weeks before the proposed date of use. Applicants of registered charitable organisations or registered non-profit-making organisations should produce copies of supporting documents (i.e. Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or Letter issued by the Social Welfare Department) 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 arranged on a first-come-first-served basis and are subject to the Museum's final approval. Please return the completed form either by email at hkhm@lcsd.gov.hk, by post to Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, N.T. (please mark "Application for Use of Education Rooms" on the envelope) or by fax to 2180 8222 (Hong Kong Heritage Museum, Education and Extension Team) for the Museum to process your application.
7. Applicants will be notified 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 1 week 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 the application.