

聖庇護十世音樂學院
 課室 103、108 借用 / 租用 申請表
 Classrooms 103 & 108 Booking / Hiring Application Form

| | | | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--|
| 老師姓名 Name of teacher | | 學生姓名 Name of student | |
| 使用原因 Purpose | <input type="checkbox"/> 上課 Lesson (請填寫 I / Fill in Part I) <input type="checkbox"/> 錄影 Video/audio recording (請填寫 II / Fill in Part II) | 學生階別 Study Level | |

| | |
|----------------------------------------------------------|-----------------------------------------------------------------|
| 是否需要借用鋼琴兒童輔助踏板 Need to borrow a piano pedal extender? | <input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No |
|----------------------------------------------------------|-----------------------------------------------------------------|

I. 借用 Booking for Lesson

| 日期 Date | 時間 Time | 校務處填寫 For School Office Only | |
|------------|------------|------------------------------|--------------------------------------------------------------------------------|
| | | 備註 Remarks | 使用情況 Condition |
| / / | : — : | | <input type="checkbox"/> 可使用 Approved <input type="checkbox"/> 已借出 Occupied |
| / / | : — : | | <input type="checkbox"/> 可使用 Approved <input type="checkbox"/> 已借出 Occupied |
| / / | : — : | | <input type="checkbox"/> 可使用 Approved <input type="checkbox"/> 已借出 Occupied |
| / / | : — : | | <input type="checkbox"/> 可使用 Approved <input type="checkbox"/> 已借出 Occupied |

II. 租用 Hiring (\$150 / 半小時 30 min ; \$300 / 小時 hour)

| 日期 Date | 時間 Time | 校務處專用 For School Office Only | |
|--------------------------------------|------------|------------------------------|--------------------------------------------------------------------------------|
| | | 應繳費用 Total fee | 使用情況 Condition |
| / / | : — : | | <input type="checkbox"/> 可租用 Approved <input type="checkbox"/> 已租出 Occupied |
| 陪同人(1) 姓名 Accompanying person (1) | | 備註 Remarks | |
| 陪同人(2) 姓名 Accompanying person (2) | | | |

老師簽署
 Teacher's signature: _____

申請日期
 Application date: _____

借用／租用課室須知：

1. 課室 103 及 108 主要作中階三或以上級別學生上課之用。如學生因公開考試、比賽、演出需要進行錄影，可以租用方式使用。不論借用或租用均需經由其器樂老師填寫申請表及簽署。
2. 借用或租用課室須提前最早 30 天、最遲 8 天前申請。經院方確認及申請人收到通知後方可使用，所有課室安排將以上課為優先。
3. 如用作上課之用，中階三或以上級別學生課時為 1 小時，因此，借用 103 及 108 課室每次借用時間上限為 1 小時。
4. 如屬租用課室，遞交申請表後，待校務處通知及確認後，方到校務處繳交費用。
5. 交費後不予退款；若使用時間超過申請租用時間，則按整點計算並即時繳付租用費用；不付款者不再批准使用。
6. 使用課室時應保持整齊清潔，嚴禁飲食嬉戲，使用後須關掉電燈和冷氣方可離開。
7. 學生應小心使用課室內之設備，如有任何損壞，院方保留一切追究賠償之權利。
8. 課室內之陪同人數不得超過兩人。
9. 評核週期間課室將暫停租借。
10. 使用日期前 7 天內將通知該申請是否獲確認，如當天仍未收到回覆，可致電校務處 28355654 查詢。
11. 以上規定將因應實際情況作出調整，院方保有最終解釋權。
12. 如有老師或學生不遵守上述規定，則直接影響下次申請使用情況。
13. 評核考試周前兩星期，鋼琴學生可使用指定的課室試琴而不需填表（詳情另行公佈）。試琴時間詳見下表。

Notes for Booking / Hiring:

1. Classrooms 103 and 108 are reserved mainly for Intermediate III to Advanced level students' lessons. The classrooms can also be hired for the purpose of recording for auditions, competitions or public exams. Whether booking for lesson or hiring, the instrumental teacher should fill in and sign the application form.
2. Application must be made at least 8 days before the date of use and up to 30 days in advance. The classrooms can only be used after the application has been approved and confirmed. In scheduling arrangements, priority will be given to bookings for lessons.
3. Booking for lessons in Classrooms 103 and 108 for Higher III-IV and Advanced level students can only be for maximum 1 hour each time, that is, the same duration as for a normal lesson.
4. For hiring classrooms, the fee is to be paid after the School Office has notified and confirmed the booking.
5. No refund will be given after payment. If the usage time exceeds the application time, an additional fee calculated to the hour will be charged and must be paid immediately. Failure to do so will result in any future application being rejected.
6. Classrooms should be kept tidy at all times. No eating, drinking or horseplay is allowed. Please turn off lights and air-conditioning after use.
7. All equipment and furniture in the classrooms should be used with care. The Academia reserves the right to pursue compensation for any damages caused.
8. For video/audio recordings, there should not be more than two accompanying persons in the classroom.
9. No booking or hiring during assessment weeks.
10. Please call the School Office at 2835564 if you have not received any notification 7 days before the date of use.
11. The Academia reserves the right to have the final decision on all matters pertaining to the above regulations.
12. Non-compliance with the above regulations will directly affect the approval of future applications.
13. Two weeks before assessment week, piano students will be able to try out the assigned piano in one of the classrooms (details will be announced separately) according to the time limit below:

| 階別 Levels | 評核試前試琴 Before Assessment week |
|-------------------------------|-------------------------------|
| 基礎、初階 Foundation / Elementary | 5 分鐘 min |
| 中階 Intermediate | 10 分鐘 min |
| 高階 Higher | 15 分鐘 min |