HONG KONG BAPTIST UNIVERSITY
DEPARTMENT OF SOCIOLOGY

Request No. _____

RESERVATION FORM FOR SOCIOLOGY SURVEY RESEARCH LABORATORY
(AAB-1045) (w.e.f. 1 January 2013)

Name : _____   Department : _____

Phone no. :   _____

DATE	FROM	TO
	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.

Purpose : Research (Telephone Survey Facility ONLY) _____

Budget   ❑ Internal (For GRF/PPR/ESC/FRG/other internal research project)
              (Please provide type and code of the project: _____)
          ❑ External
Teaching Course Code _____
Meeting/Seminar _____
Using Computing Equipment   ❑ Yes   ❑ No   (* Please √ the appropriate)
Others (Please specify) _____

Number of persons involved (if use for course) : _____

I understand the rules & regulations (printed on the back of this page) that govern the use of the Sociology Survey Research Laboratory and agree to abide by them.

Signature : _____
Date : _____

FOR OFFICIAL USE ONLY

Request No. _____

Remarks :   ☐ Fee : _____ per hour
               [including (i) 10% University Overhead Charge; and
               (ii) 5% Faculty Overhead Charge]
            ☐ Fee Waived

_____
Approved by the Lecturer In-charge

Note: Forms must be returned to the Sociology Department at least *THREE DAYS* prior to the date the Laboratory will be reserved for use.

REGULATIONS FOR USING THE SOCIOLOGY SURVEY RESEARCH LABORATORY

A.   PRIORITY IN USING THE LABORATORY
Usage of the survey lab should follow these priority rankings (Listed in decreasing order of priority):
(1)   Departmental meetings/seminars (including staff and/or postgraduate presentation).
(2)   Course use in the Department of Sociology.   Priority will be given to:
    (a)   courses that require the use of computers for teaching SPSS, CATI, POPSYN, Multi-media Learning;
    (b)   courses that require the use of network for teaching enhancement;
    (c)   course meeting or mentoring session.
(3)   Postgraduate/Research/Project activities of staff in the Department of Sociology.
(4)   Meetings/seminars held by the Faculty of Social Sciences.
(5)   Teaching and research activities of staff in the Faculty of Social Sciences.
(6)   Teaching and research activities of staff in the University.
(7)   Academic activities of students in the Department of Sociology.   Preference for computer-related activities.
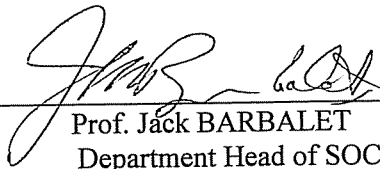
B.   PROCEDURES IN USING THE LABORATORY
(1)   Anyone who wishes to reserve the laboratory should first check with the Secretary of the Department of Sociology in the General Office to find out the days and hours that the laboratory is not being used by others for equal or higher priority activities.· Then, a reservation form should be filled out and returned to the Secretary indicating the date(s), time, contacting person, and nature of proposed usage for the laboratory.   In case of conflict, the higher ranked activity takes precedence.
(2)   Pick up the smart cards and smart card record book from the General Office (AAB-1046) of the Department of Sociology during the office hours [i.e. Mon-Fri 9:00-17:45 (except 13:00-14:00 lunch time)] before the commencement of using the survey lab.
(3)   Return the smart cards and smart card record book to the General Office (AAB-1046) NO LATER THAN ONE DAY after the booking period has expired. *IF A SMART CARD OR MORE IS/ARE LOST, A FINE OF HKD500 (PER CARD) WILL BE CHARGED AS A PENALTY FOR THE ADMINISTRATIVE AND REPLACEMENT COST OF THE SMART CARD.*
(4)   *IF THE KEY OF THE PEDESTAL IS LOST, A FINE OF HKD500 WILL BE CHARGED AS A PENALTY FOR THE ADMINISTRATIVE AND REPLACEMENT COST OF THE KEY.*
(5)   Cancellation of a booking for survey purpose must be made AT LEAST THREE WORKING DAYS prior to the commencement of the survey (including briefing session) by notifying the secretaries of the Department of Sociology via email.   Otherwise, the same hourly rate will be charged for the entire booking period as penalty.

C.   RULES
The basic rules of the Survey Research Laboratory are as follows:
(1)   No food and drink is allowed in the laboratory.
(2)   Users should be considerate, keep quiet and keep the place clean.
(3)   The facilities in the laboratory should be used with extreme care, and the user is held responsible for any damage resulting from misuse or negligence.
(4)   No items may be removed from the laboratory without the prior approval of Lecturer In-charge or the Head of the Department of Sociology.
(5)   Users must not install unauthorized software onto the hard disks of the PCs in the laboratory.
(6)   Users must not copy or delete software programs and data onto and/or from the hard disks of the PCs in the laboratory.
(7)   Items/data saved onto the hard disks of the PCs in the lab will be automatically deleted when the PCs are turned off.

Approved by: _____
Prof. Jack BARBALET
Department Head of SOC

Date: ___16 January, 2013___

JB/OW/al (Revised 16 January, 2013)