HONG KONG BAPTIST UNIVERSITY
DEPARTMENT OF SOCIOLOGY

Request No. _____

RESERVATION FORM FOR SOCIOLOGY MULTI-PURPOSE DIGITAL RESOURCES LABORATORY (AAB-1045) (w.e.f. 1 January 2026)

Name: _____   Department: _____

Phone & Fax 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: _____
*Funded activities: ❑ UGC   ❑ Non-UGC
*More than 50% of HKBU's staff/students involved in the activity:
    ❑ Yes   (Estimated no. of participants: _____ ;
              UGC: _____%; Non-UGC: _____%)
    ❑ No   (Estimated no. of participants: _____ ;
              UGC: _____%; Non-UGC: _____%)
Using Computing/AV Equipment: ❑ Yes   ❑ No   (* Please √ the appropriate)
Others (Please specify): _____

I understand the rules & regulations (printed on the back of this page) that govern the use of the Sociology Multi-purpose Digital Resources 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 **Academy Director of GSIS**

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

* Mandatory Fields

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REGULATIONS FOR USING THE SOCIOLOGY MULTI-PURPOSE DIGITAL RESOURCES LABORATORY

A. PRIORITY FOR THE USE OF THE LABORATORY

The use of the Laboratory must follow this priority ranking (listed in descending order):

(1) Meetings/seminars held by the Academy of Geography, Sociology and International Studies (including staff and/or postgraduate presentations).

(2) Course is used in the Academy of Geography, Sociology and International Studies. Priority will be given to:

    (a) Courses that require the use of computers for teaching ArcGIS, 360 Camera, VR facilities, SPSS and multimedia learning.

    (b) Courses that require the use of the network for teaching enhancement.

    (c) Course meetings or mentoring sessions, postgraduate/research/project activities of staff in the Academy of Geography, Sociology and International Studies.

(3) Meetings/seminars held by the Faculty of Arts and Social Sciences.

(4) Teaching and research activities of staff in the Faculty of Arts and Social Sciences.

(5) Academic activities of students in the Academy of Geography, Sociology and International Studies, with preference for computer-related activities.

(6) Teaching and research activities of staff in the University.

B. PROCEDURES FOR USING THE LABORATORY

(1) Anyone wishing to reserve the Laboratory should first check with the Department of Sociology's administrative staff member in the Office of Arts and Social Sciences Faculty (AAB 902) the available booking days and hours.

(2) A completed reservation form must be returned to the relevant administrative staff, indicating the requested date(s), time, contact person, and nature of the proposed use of the Laboratory. In the event of a scheduling conflict, the higher-ranked activity will take precedence.

(3) Collect the smart cards and smart card record book from the Department of Sociology's administrative staff member during office hours (Mon-Fri 9:00-17:45, except 13:00-14:00 for lunch) before using the Laboratory.

(4) Return the smart cards and smart card record book to the relevant administrative staff member within one day of booking's conclusion. A fine of HKD 300 per lost card will be applied to cover replacement and administrative costs.

(5) If the key to the pedestal is lost, a fine of HKD 300 will be charged per occurrence to cover replacement and administrative costs.

(6) Any booking for using the Laboratory must be cancelled AT LEAST THREE WORKING DAYS in advance of its scheduled commencement (including briefing session), via email notification to the Department of Sociology's relevant administrative staff member. Violation of this policy will lead to a three-month ban on future bookings.

C. RULES

(1) The Laboratory is governed by the following basic rules:

(2) No food and drink is allowed in the Laboratory.

(3) Users should be considerate, keep quiet, and maintain cleanliness.

(4) The facilities in the Laboratory should be used with extreme care; the user is held responsible for any damage resulting from misuse or negligence.

(5) No items may be removed from the Laboratory without prior approval from the staff in charge or the Chair of the Department of Sociology.

(6) Users must not install unauthorized software onto the hard disks of the PCs, notebooks, and VR facilities in the Laboratory.

(7) Users must not copy or delete software programs and data onto and/or from the hard disks of the PCs, notebooks, and VR facilities in the Laboratory.

(8) Items/data saved onto the hard disks will be automatically deleted when the PCs are turned off.

(9) All lights, projectors, VR facilities, notebooks, and PCs must be turned off before the end of the booking. The door must be well closed.

Approved by: _____   Date: _2 February 2026_____
             Prof. Arthur SAKAMOTO
             Academy Director of GSIS

AS/YP/al (Revised **(1 January 2026)**