

HONG KONG BAPTIST UNIVERSITY
ESTATES OFFICE

Ref No.: _____

Application for On-campus Video Shooting and Photo Taking

Please read carefully the “Guidelines on On-campus Video Shooting and Photo Taking” and the following information before completing this form.

Category of Application	Conditions	Actions
1	<ul style="list-style-type: none"> ▪ Take place in outdoor common areas; ▪ Duration of activity is within 30 minutes; and ▪ No set up of equipment or props 	No application is required.
2A	<ul style="list-style-type: none"> ▪ Take place at locations on Appendix 1 during 7 am to 7 pm on Monday to Friday (except Public Holidays) 	<ul style="list-style-type: none"> ▪ Submission of shooting information is required. ▪ Acknowledge of receipt will be issued. ▪ The submission is deemed to be approved unless adverse comments are issued to the applicants at least 5 working days before the date of video shooting or photo taking. ▪ Shooting under this Category should not affect <ul style="list-style-type: none"> - normal teaching and learning activities; and - other campus users of using the campus facilities.
2B	<ul style="list-style-type: none"> ▪ Take place at all common areas; ▪ Duration of activity is over 30 minutes; and within 7 pm to 7 am, the next day, on Monday to Friday, whole day on Saturday, Sunday and Public Holidays 	
3	<ul style="list-style-type: none"> ▪ University-wide venues other than locations/conditions in Category 1, 2A and 2B 	<ul style="list-style-type: none"> ▪ Application for approval is required. ▪ Reservation via the Venues and Facilities Booking System (VFBS) is also required for U-wide conference and teaching venues (refer Appendix 2) ▪ Consent from the managing department/office of learning/sports/catering venue is also required
4	<ul style="list-style-type: none"> ▪ Locations prohibited for filming: <ul style="list-style-type: none"> - department/office spaces; - carpark/driveway except one location in Category 2A; - washrooms/changing rooms except one location in Category 2A; - lift/escalators except one location in Category 2A; and - plant rooms, roofs/upper roofs for maintenance access only 	No application is accepted

*This form should be submitted **in person** with supporting documents (if any) to any nearby Campus Security Rooms or Security Control Centre **at least SEVEN working days** before the date of video shooting or photo taking.*

I. Applicant's Information

Name: _____ Staff/ Student Card No.: _____

Contact No.: _____ Department/ Office: _____

Email (For receiving application result): _____

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II. Details of Video Shooting/Photo Taking

Date: From _____ to _____

Time: From _____ ☐ am/ ☐ pm to _____ ☐ am/ ☐ pm

Venue(s)
(Please attach additional sheets if necessary)

No objection from Department / Office affected*

(Official chop)

**For locations under Cat. 3 only*

1. ☐ Cat. 2
☐ Cat. 3

2. ☐ Cat. 2
☐ Cat. 3

3. ☐ Cat. 2
☐ Cat. 3

4. ☐ Cat. 2
☐ Cat. 3

Purpose(s): _____

Activities: ☐ Video Shooting ☐ Photo Taking

Total number of participant(s): _____

Set-up of equipment/props required: ☐ Yes ☐ No

III. Declaration of Application and Endorsement

Declaration: I declare that I have read and agreed to observe the “Guidelines on On-campus Video Shooting and Photo Taking”. I understand that if I fail to comply with the Guidelines, the Estates Office reserves the right to suspend the activities without prior notice.

Signature: _____ Date: _____

Signature of Course Teacher (For student applicant):

_____ Date: _____

Endorsed by Department / Office with official chop:

_____ Date: _____

Application Result: (For Estates Office Use only)

☐ Application approved

☐ Application rejected:

☐ Venue not appropriate

☐ Others: _____

Estates Office Chop: _____

Staff Name & Signature: _____

Date: _____

☐ Tick as appropriate

General Enquiries: 3411 7777

Guidelines on On-campus Video Shooting and Photo Taking

The University respects the rights and privacy of campus users. The University has set up the application procedures and guidelines for managing video shooting and photo taking on campus:

- a. Application from the University staff and student is handled by Estates Office (“EO”) (for details please refer to the important notes for internal applicants below).
- b. Application from external organisations/parties are handled by Communication and Public Relations Office (for details please refer to <https://cpro.hkbu.edu.hk/en/>).
- c. Application from alumni is handled by Alumni Affairs Office.

Important Notes for Internal Applicant

1. Except the locations/conditions under Category 2, applicants will be notified of the application results via email at least **three** day before the date of video shooting or photo taking.
2. Applicants have to bring along the application form and their staff/student cards during video shooting or photo taking for identification by campus security guards.
3. Video shooting/photo taking that requires booking of venue(s) through the Venues and Facilities Booking System (refer to the list of venues in the Appendix 2), please book the venues via your own department/office/student organisation.

General Guidelines

1. Video shooting or photo taking should take place in the designated campus location(s) as contained in the application form.
2. The activities in relation to video shooting and photo taking are limited to teaching, learning and research purposes only. No commercial and private activities are allowed.
3. Applicants should ensure the activities to be carried out are safe, appropriate to the venue and should not substantially affect the operation of the University or pose any potential threats to the University community.
4. Applicants should clean up and reinstate the venues after video shooting and photo taking is finished.
5. Emission of smoke or fire, painting, graffiti or blockage of fire escape routes are not allowed during video shooting and photo taking.
6. The activity should comply with the current legislations and regulations of the University, such as social distancing, wearing of masks etc.
7. Applicants should bear the costs to reinstate the damaged facilities, if any, as a result of video shooting or photo taking.
8. Activities of video shooting/photo taking will be suspended if common facilities are removed/moved away without permission of Estates Office during the activities, or in case complaints regarding noise emission, blockage of aisle or strong lighting etc. are received.
9. The EO reserves the right to remove and dispose of any materials or suspend any activities that do not comply with the guidelines or complaint(s) from campus users is/are received.
10. Any video shooting or photo taking activities that fail to comply with the above rules will be reported to the applicants’ department/office for record.

Application Submission and Result

1. Applicants should complete the application form with all necessary details, enclose supporting documents (if any) and have the form endorsed by the Course Teacher (for student applicants only).
2. Applicants should submit the application in person to any of the nearby Campus Security Rooms or Security Control Centre **at least SEVEN working days** before the date of video shooting or photo taking. Late application will not be considered.
3. Each request will be considered on individual merit.

Review:




The guidelines may be reviewed from time to time as deemed necessary.

Shooting locations available under Category 2A

I. Ho Sin Hang Campus

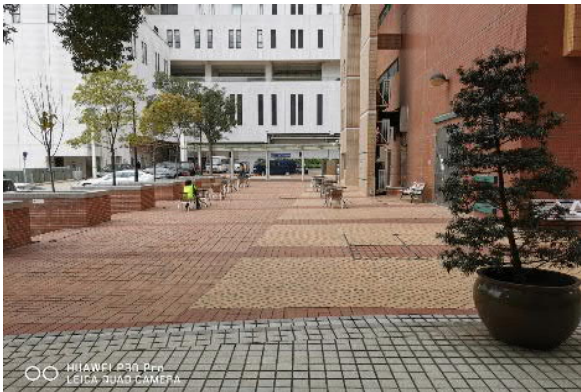

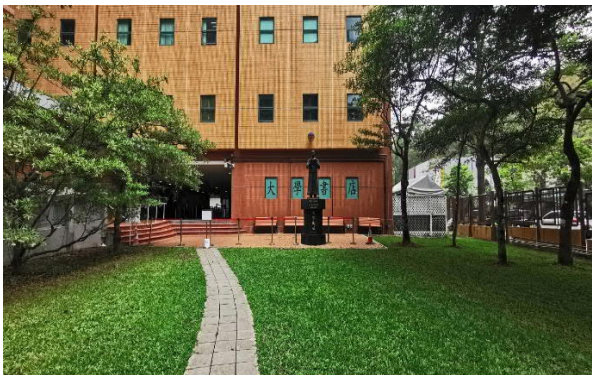


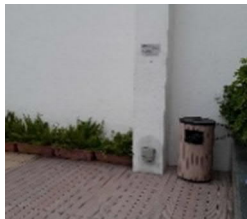
CAT 2A	Building	Venue	Location	Socket Location
1.	OEM	Green Roof at Oen Hall Building (Main Building)	<u>OEW 12/F</u> 	
2.	RRS	Roof lawn area	<u>9/F</u> 	
3.	-	Au Shu Hung Terrace	<u>7/F</u> 	
4.	RRS	Open area outside canteen at RRS L4	<u>4/F</u> 	



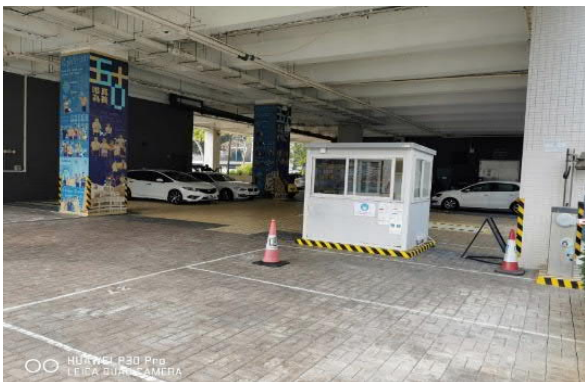

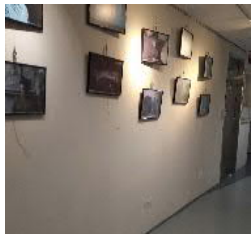


II. Shaw Campus

CAT 2A	Building	Venue	Location	Socket Location
5.	DLB	Dr and Mrs Sze Chi Ching Exhibition Gallery	<u>WLB 1/F</u>  *Venue is available only when there is no booking	
6.	DLB	Lobby	<u>L1 Lobby</u> 	
7.	LW	Round-about		
8.	SCC	Rooftop at SCC	<u>SCC R/F</u> 	

CAT 2A	Building	Venue	Location	Socket Location
9.	SWT	Landing space next to escalator		

III. Baptist University Road Campus

CAT 2A	Building	Venue	Location	Socket Location
10.	-	Plaza outside SCM building entrance	<u>Open Ground</u> 	
11.	SCM	Lawn Area at Jockey Club School of Chinese Medicine Building	<u>Outside Academic & Professional Book Centre</u>  <p>*Venue is available only when there is no booking</p>	
12.	AAB	Flat roof garden	<u>AAB 11/F</u> 	

CAT 2A	Building	Venue	Location	Socket Location
13.	CVA	Sculpture Garden	<p><u>CVA G/F</u></p>  <p>*Venue is available only when there is no booking</p>	
14.	CVA	CVA Car Park	<p><u>CVA Carpark (Vacant spaces)</u></p>  <p>*Sunday, Public Holidays and 11 pm to 7 am only</p>	NIL
15.	CVA	CVA 6/F Toilets	<p><u>6/F, CVA</u></p>  <p>*Only allowed on 6/F, CVA *Sunday, Public Holidays and 11 pm to 7 am only</p>	
16.	CVA	CVA Cargo Lift	 <p>*Sunday, Public Holidays and 11 pm to 7 am only</p>	

Locations available for booking in the Venues and Facilities Booking System “VFBS”

(Booking through Departmental Office/ Student Society is needed.)

Campus	Building	Venue	Description
Ho Sin Hang Campus	Academic Community Hall	ACH	Academic Community Hall
Ho Sin Hang Campus	Au Shue Hung Building	AST916	Classroom
Ho Sin Hang Campus	Christian Education Centre	CEC801	Classroom
Ho Sin Hang Campus	Christian Education Centre	CEC803	Classroom
Ho Sin Hang Campus	Christian Education Centre	CEC911	Classroom
Ho Sin Hang Campus	Lui Ming Choi Centre	LMC509	Classroom
Ho Sin Hang Campus	Lui Ming Choi Centre	LMC512	Classroom
Ho Sin Hang Campus	Lui Ming Choi Centre	LMC514	Classroom
Ho Sin Hang Campus	Oen Hall Building (East Wing)	OEE1017	Lecture Theatre
Ho Sin Hang Campus	Oen Hall Building (Main Building)	OEM602	Classroom
Ho Sin Hang Campus	Oen Hall Building (Main Building)	OEM603	Classroom
Ho Sin Hang Campus	Oen Hall Building (Main Building)	OEM904	Classroom
Ho Sin Hang Campus	Oen Hall Building (Main Building)	OEM905	Classroom
Ho Sin Hang Campus	Oen Hall Building (West Wing)	OEW704	Classroom
Ho Sin Hang Campus	Cha Chi-ming Science Tower	SCT501	LT1 (Lecture Theatre 1)
Ho Sin Hang Campus	Cha Chi-ming Science Tower	SCT502	LT2 (C S Tse Lecture Theatre)
Ho Sin Hang Campus	Cha Chi-ming Science Tower	SCT503	LT3 (Y C Cheng Lecture Theatre)
Shaw Campus	David C Lam Building	DLB111	Classroom
Shaw Campus	David C Lam Building	DLB712	Classroom
Shaw Campus	David C Lam Building	DLB719	Classroom
Shaw Campus	David C Lam Building	DLB721	Classroom

Campus	Building	Venue	Description
Shaw Campus	Madam Kwok Chung Bo Fun Sports and Cultural Centre	Multi-purpose Hall, Level 2, SCC	Mr and Mrs Lau Chor Tak Multi-Purpose Hall
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB103	Dr. Hari Harilela Lecture Theatre
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB104	Mrs Padma Harilela Lecture Theatre
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB105	Meeting Room
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB106	Meeting Room
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB107	Meeting Room
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB109	Dr. Wu Yee Sun Lecture Theatre
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB201	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB202	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB203	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB204	Lecture Theatre
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB205	Lecture Theatre
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB206	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB207	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB208	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB209	Classroom
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB210	Lecture Theatre
Shaw Campus	The Wing Lung Bank Building for Business Studies	WLB211	Lecture Theatre
Baptist University Road Campus	Academic and Administration Building	AAB201	Tsang Chan Sik Yue Auditorium
Baptist University Road Campus	Academic and Administration Building	ACC204	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB203	Classroom

Campus	Building	Venue	Description
Baptist University Road Campus	Academic and Administration Building	AAB204	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB205	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB206	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB207	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB502	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB503	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB504	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB505	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB506	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB507	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB508	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB606	Mr and Mrs YK Jim Christian Worship and Classroom
Baptist University Road Campus	Academic and Administration Building	AAB608	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB609	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB610	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB611	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB612	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB613	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB614	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB704	Meeting Room
Baptist University Road Campus	Academic and Administration Building	AAB705	Classroom

Campus	Building	Venue	Description
Baptist University Road Campus	Academic and Administration Building	AAB706	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB707	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB708	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB709	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB710	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB711	Classroom
Baptist University Road Campus	Academic and Administration Building	AAB906	Meeting Room
Baptist University Road Campus	Communication and Visual Arts Building	CVA105	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA108	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA109	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA110	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA111	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA112	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA202	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA203	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA204	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA205	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA210	Classroom
Baptist University Road Campus	Communication and Visual Arts Building	CVA211	Classroom
Baptist University Road Campus	Jockey Club School of Chinese Medicine Building	SCM012	Lecture Theatre