

校園公共範圍拍攝申請表

填寫此表格前，請先細閱“校園拍攝指引”(只提供英文版“Guidelines on On-campus Video Shooting and Photo Taking”)及下列內容。

申請類別	申請條件	申請程序
1	<ul style="list-style-type: none"> 於戶外公共範圍進行拍攝; 拍攝時間於 30 分鐘內 完成; 及 毋須擺設器材及道具 	毋須申請
2A	<ul style="list-style-type: none"> 星期一至五 (公眾假期除外) <u>早上 7 時至晚上 7 時</u> 於附錄 1 所列之地點進行拍攝 	<ul style="list-style-type: none"> 須提交拍攝資料作出申請 物業處會發出通知確認接收申請 除非申請人在拍攝日前 5 天收到反對通知，否則其申請視作已獲批。 此類別的拍攝活動不能影響: <ul style="list-style-type: none"> - 恆常教學 - 其他校園使用者使用設施
2B	<ul style="list-style-type: none"> 於所有公共範圍進行拍攝; 拍攝時間 多於 30 分鐘; 及在星期一至五 <u>晚上 7 時至翌日早上 7 時</u> 或星期六、日及公眾假期全日期間進行 	
3	<ul style="list-style-type: none"> 類別 1, 2A 及 2B 以外的校園地方進行拍攝 	<ul style="list-style-type: none"> 申請必須獲得批准 如拍攝於會議或教學場地 (參考附錄 2) 進行，申請者同時須自行透過學校的 VFBS 系統預留場地 如拍攝於共享學習/體育/餐飲場所進行，申請者須同時取得負責學系/部門同意
4	<ul style="list-style-type: none"> 以下地點禁止拍攝: <ul style="list-style-type: none"> - 學系/部門辦公室範圍; - 停車場/車道 (類別 2A 內所列的停車場除外); - 洗手間/更衣室 (類別 2A 內所列的洗手間除外) - 升降機/扶手電梯 (類別 2A 內所列的升降機除外); 及 - 機房，只供維修用途之天台 	不接受申請

申請表須於拍攝前**至少 7 個工作天**親身遞交附近的校園保安控制室或保安控制中心辦理。

I. 申請者資料

姓名: _____ 職員證/ 學生證編號: _____

聯絡電話: _____ 學系/部門: _____

電郵 (用作接收申請結果): _____

香港浸會大學 物業處

II. 拍攝詳情

日期: 由 _____ 至 _____

時間: 由 _____ ☐ 上午/ ☐ 下午 至 _____ ☐ 上午/ ☐ 下午

地點
(如有需要, 請另加紙張)

受影響學系/部門不反對於此地點進行拍攝*

(正式蓋章)

* 只適用於類別3內的地點

1.	<input type="checkbox"/> 類別 2 <input type="checkbox"/> 類別 3	
2.	<input type="checkbox"/> 類別 2 <input type="checkbox"/> 類別 3	
3.	<input type="checkbox"/> 類別 2 <input type="checkbox"/> 類別 3	
4.	<input type="checkbox"/> 類別 2 <input type="checkbox"/> 類別 3	

拍攝目的: _____

拍攝類型: ☐ 影片拍攝
☐ 相片拍攝

參與人數: _____

大型器材/場地佈置: ☐ 有 ☐ 沒有

III. 申請人聲明及學系/部門加簽

聲明: 本人已閱畢並同意遵守“校園拍攝指引”。本人明白, 若本人及是次活動參與人士未有遵守指引, 物業處保留權利終止拍攝活動, 不作另行通知。

簽署: _____ 日期: _____

課程老師簽署 (學生適用):

_____ 日期: _____

學系/部門蓋章:

_____ 日期: _____

申請結果: (由物業處填寫)

☐ 申請獲批

☐ 申請未能獲批, 原因為:

☐ 地點不適合拍攝

☐ 其他: _____

物業處蓋章: _____

物業處職員姓名及簽署: _____

日期: _____

☐ 剔選適用處

查詢: 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

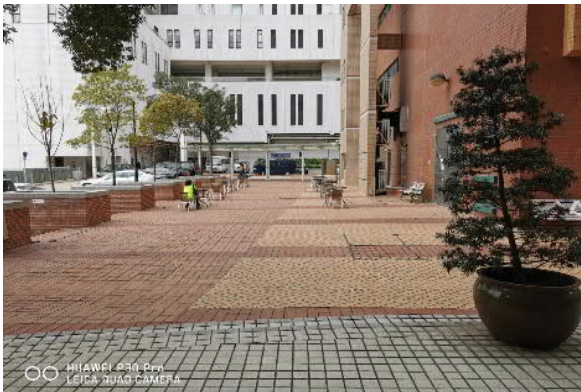

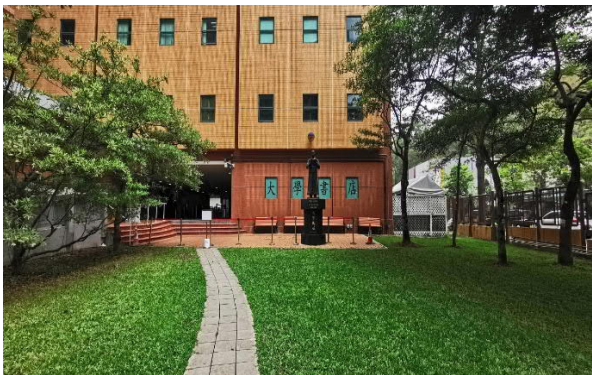


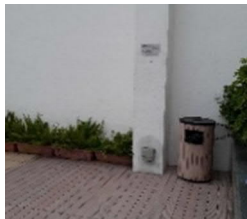
CAT 2A	Building	Venue	Location	Socket Location
1.	OEM	Green Roof at Oen Hall Building (Main Building)	<u>OEW 12/F</u> 	
2.	RRS	Roof lawn area	<u>9/F</u> 	
3.	-	Au Shu Hung Terrace	<u>7/F</u> 	
4.	RRS	Open area outside canteen at RRS L4	<u>4/F</u> 	



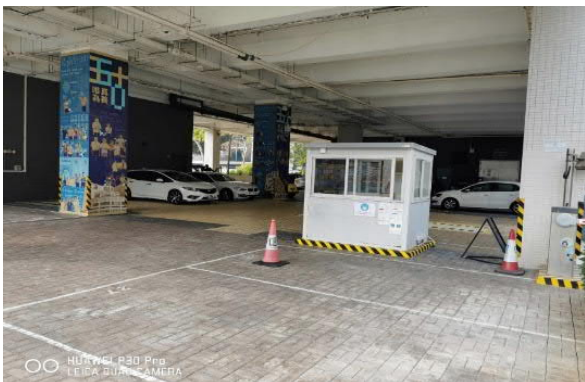

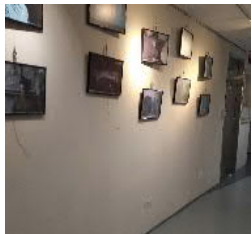


II. Shaw Campus

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>  *Venue is available only when there is no booking	
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