大學游泳池
臨時游泳入場許可申請書
UNIVERSITY SWIMMING POOL
APPLICATION FORM FOR TEMPORARY SWIMMING PERMIT

致　　學生事務處行政及設施組 (大學游泳池辦事處)
To　　University Swimming Pool Office, Administration and Amenities Section, Office of Student Affairs

由　_____　　☐ 部門主管　　　　　☐ 系主任
From　　　　　　　　　　　　　　　　Unit Head　　　　　　　Department Head

茲證明_____教授／先生／女士
於二零____年____月___日至二零____年____月____日期間，將會從事以下活動：

This is to certify that Prof./Mr./Ms. _____
will be visiting the department / unit from (dd/mm/yyyy) _____ to (dd/mm/yyyy) _____.
He / She will participate in the following events:

☐　　學習　Learning
☐　　教學／研究 Teaching / Research
☐　　訪問／研討會／會議／演講 Visiting / Attending Seminar / Conference / Giving Speech
☐　　其他 (請註明)
　　　Others (please specify) _____

請發予上述人士：
Please issue swimming permit to the above mentioned person:

☐　　臨時學生入場許可 (每次入場收費五元)
　　　Temporary Student Swimming Permit (HK$5.00 for each admission)
☐　　臨時職員入場許可 (每次入場收費十元)
　　　Temporary Staff Swimming Permit (HK$10.00 for each admission)
☐　　臨時嘉賓入場許可 (每次入場收費三十元)
　　　Temporary Guest Swimming Permit (HK$30.00 for each admission)

部門／學系 Name of Department / Unit　　　_____
部門／學系聯絡人 Contact person#　　　　　_____
辦公室地址 Office address of Department / Unit#　_____

#以收取臨時入場許可之用 To receive the approved temporary Swimming Permit

部門／學系負責人簽署及蓋印　　　　　　申請日期
Signature of Department / Unit Head and Chop　　Date of Application

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備註：　請將填妥之申請表格逐寄*香港中文大學范克廉樓一樓101室學生事務處行政及設施組 (大學游泳池辦事處)*。臨時游泳入場許可的批核需時**最少五個工作天**。由於泳池於每年 12 月起關閉維修，臨時游泳入場許可的有效期只會直至每年 11 月 30 日。

Note:　Please send the completed form to the *University Swimming Pool Office, Administration and Amenities Section of Office of Student Affairs at 1/F, Benjamin Franklin Centre, CUHK*. A**t least 5 working days** is needed for the processing of temporary swimming permit. Temporary Swimming Permit will only be effective until 30 November since the swimming pool closes starting December every year.

請刪去不適用者 Please delete as appropriate.　　　　　　　　　　　OSA/AAS/SWP/MAR 2025

部門／學系： Name of Department / Unit:		

請在以下表格填寫所有申請人的<u>中或英文全名及類別</u>
Please input Chinese/English full name and category of all applicants

類別 **Category**	姓名 **Name**	辦事處用 **Office use only**
		入場費用 **Admission fee** 01 學生 **Student** **$5.00** ☐ 02 教職員 **Staff** **$10.0** ☐ 03 嘉賓 **Guest** **$30.0** ☐
例子 e.g.	*CHAN Man Yee*	

***如不夠空間請自行加行** Please add row for more applicants.*

如上述申請成功，申請人須於入場時出示與上述表格所列明相同之身份證明文件(例如：身分證 / 學生證 / 信用卡)。
If application is successful, applicant should present personal identity document (e.g. HKID / Student ID / Credit card) which shows the same name as stated in the above table.

<u>**To be completed by Administration and Amenities Section, Office of Student Affairs**</u>

Application form received on _____   **Information checked by** _____

簽發   日期

Issued by _____   **Date** _____

有效期_____年_____月_____日至_____年_____月_____日

Valid period: _____ **(dd/mm/yyyy) to** _____ **(dd/mm/yyyy)**