

**HONG KONG BAPTIST UNIVERSITY**  
ESTATES OFFICE

**Application for On-campus Video Shooting and Photo Taking in Common Areas**

**General Enquiries: 3411 7777**

Please read carefully the "Regulations on On-campus Video Shooting and Photo Taking" before completing the form.

**I. Applicant Information**

Name \_\_\_\_\_ Staff / Student Card No. \_\_\_\_\_  
 Contact Tel. No. \_\_\_\_\_ Department / Office. \_\_\_\_\_  
 Email (For release of application result) \_\_\_\_\_

**II. Details of Application**

Date \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_ am/pm\* to \_\_\_\_\_ am/pm\*

	No Objection to Application from Department/ Office Affected (Chop)
Venue(s)	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Reason(s) \_\_\_\_\_

Details of Use     Video Shooting                       Photo Taking  
 Venue setup/ Large scale equipment     Yes                       No  
 Total Number of Participant(s) \_\_\_\_\_

**III. Declaration of Applicant and Endorsement**

Declaration: I declare that I have read and agreed to observe the "Regulations on On-campus Video Shooting and Photo Taking". I understand that if we fail to comply with the Regulations, the Estates Office reserves the right to remove the materials and/or stop the activity without notice.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Signature of  
 Course Teacher  
 (For Student Applicant) \_\_\_\_\_

Endorsed by  
 Departmental / Office  
 (Chop) \_\_\_\_\_

Application Result (To be completed by Estates Office)	
<input type="checkbox"/> Application approved <input type="checkbox"/> Application rejected because: <input type="checkbox"/> Venue not appropriate <input type="checkbox"/> Others _____	
Estates Office Chop	_____
Staff Name and Signature	_____
Date	_____

\* Delete where inappropriate  
 Tick as appropriate

## Regulations on On-campus Video Shooting and Photo Taking

The University respects the rights and privacy of campus users. In view of the needs of users in video shooting and photo taking, the University has set up the application handling procedures and regulations for managing such activities on campus:

- a. External requests handled by Communication and Public Relations Office (for details please refer to [http://cpro.hkbu.edu.hk/guides/video\\_guide.htm](http://cpro.hkbu.edu.hk/guides/video_guide.htm))
- b. Internal requests from the University staff and students handled by Estates Office (“EO”) (for details please refer to the important notes for internal applicants below)
- c. Requests from alumni handled by Alumni Affairs Office

### Important Notes for Internal Applicants:

#### Before Application

1. To prevent disturbance to and respect the privacy of the campus users, video shooting and photo taking are advised to take place in your own departmental/office areas.
2. *Conditions Not Requiring Application to Estates Office*
  - a. your own departmental/office areas. Please directly seek for approval from your own department/office.
  - b. other departmental/office areas. Please directly seek for approval of the departments/offices concerned.
  - c. outdoor common areas of the campus within 30 minutes without any furniture/ equipment set up.
  - d. venues requiring booking through the Venues and Facilities Booking System (refer to the list of venues in Appendix). Please book the areas via your own department/ office/ student organization.
3. *Conditions Requiring Application to Estates Office*
  - a. Please fill in the form “Application for On-campus Video Shooting and Photo Taking in Common Areas” for applying video shooting and photo taking in:
    - i. outdoor common areas of campus over 30 minutes.
    - ii. outdoor common areas of campus with furniture/ equipment set up .
    - iii. common areas that would likely affect other departments/offices. Official chops of the departments/offices affected by the video shooting and photo taking should be provided on the application form to imply that they have no objection to the activities taking place in the areas.
  - b. Video shooting and photo taking are generally **not advised** in washrooms, changing rooms, pantries, staircases, escalators, lifts, corridors, lift lobbies, car parks, driveways, office areas and any locked areas, except in some special cases.
4. *Conditions Not Permitted for Video Shooting and Photo Taking*
  - a. At any erected structures on rooftops of campus buildings, e.g. water tank, machinery rooms.
  - b. In the facilities rooms.
  - c. In the security booths/rooms/centre.
5. For video shooting and photo taking after the campus opening hours, ie 11:00 PM to 7:00AM, prior application for extension of stay on campus is required. Application form can be downloaded from the EO website <http://eo.hkbu.edu.hk/>.

#### Application Submission and Result

6. Applicants should complete the application form with all necessary details and enclose supporting documents (if any). Application should be endorsed by the Course Teacher (for student applicants only) and the Department/ Office with official chop.
7. Applicants should submit the application to any of the nearby Campus Security Rooms or Security Control Centre **at least TWO working days before** the date of video shooting or photo taking. Late application will not be considered.
8. Each request will be considered on individual merit.
9. Applicants will be notified the application results via email ONE day before the date of video shooting or photo taking.

### **During Video Shooting and Photo Taking**

10. Video shooting or photo taking should take place in the approved campus areas only.
11. Applicants have to bring along the approved application form and their staff/student identity cards during video shooting or photo taking for identification by campus security guards.
12. The availability of the venues is subject to the status of venue booking. If any University functions or activities are being held in the same venues, the applicants should withhold the video shooting and photo taking activities. Reapplication is needed if applicants would like to continue video shooting and photo taking beyond the approved period.
13. Applicants should ensure the activities to be carried out are safe and appropriate to the venue. The activities should not substantially affect the University teaching, working and studying or pose any potential hazards to the University community.
14. No emission of smoke or fume is allowed in the campus areas.
15. No painting or graffiti is allowed during video shooting and photo taking.
16. Applicants should reinstate the shooting venues after video shooting and photo taking.
17. The activity should comply with the ordinances and regulations of the Government and the University.
18. If any facilities/materials are found dirty or damaged by video shooting or photo taking, the washing or replacement cost will be borne by the applicants.
19. The EO reserves the right to remove and dispose any materials or stop any activities that do not comply with the above rules without notice.
20. Any video shooting or photo taking activities that do not comply with the above rules will be referred to the applicants' department/ office.