THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

itu CPCE Information Technology Unit
資訊科技處

e-Making Studio Booking Form – HKCC & SPEED

(Location: Room S502a, PolyU WK Campus)

Reserve Date:	
Session: *4 # for Monday to Friday only*	1 # 09:30-11:30 2 # 12:00-14:00 3 # 14:30-16:30 4 # 17:00-19:00
Session:	End Time:
Total duration and fee: *60 mins / $200, 120 mins / $400*	Mins = HKD
Applicant Name:	
Project Type: *Example: Photo shot / Video making*	
Total number of user: *Max. 6 ppl*	
User student ID#:	
1.	2.
3.	4.
5.	6.

Office use only:	
Received date:	
Studio Assistant:	
Handle by:	
Booking confirm:	

For any enquiries or assistance, please email to e-studio@cpce-polyu.edu.hk or contact ITU helpdesk at WK campus at 3746 0819 or check the e-making room guidelines on:
www.cpce-polyu.edu.hk/ibooking/guidelines