Educational Resources Booking Form
(Applicable to Schools and Institutions in Hong Kong)

Address: 2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon, Hong Kong ·
Public Education Department · Tel: 2399 3476 · Fax: 2394 0566

School/ Institution's Name: _____

Contact Person: _____ Title: _____

Contact No.: _____ Fax: _____

E-mail: _____

Please send this form to us at least 2 working days before the borrowing date. A maximum of 3 items can be borrowed for 1 week. Our staff will contact you for arrangement after we have received your form. We will send you a fax confirmation. Please bring the fax with you when you come to pick up the item(s) on the borrowing date.

Borrowing Date: (DD/MM/YYYY) _____ (Please pick up the item(s) on this date)

Return Date: (DD/MM/YYYY) _____ (For renewal arrangement, please contact us at least 2 working days before the return day)

Purpose: _____

	Item Code	Title	Category (Please circle your choice)
1			DVD /VCD/ Exhibition Board/ Picture
2			DVD /VCD/ Exhibition Board/ Picture
3			DVD /VCD/ Exhibition Board/ Picture

Guidelines

(1) General

- Please pick up the material(s) within our office hours: Mon to Fri: from 9:30 am to 1pm and 2 pm to 5:30pm.
- All materials borrowed should not be reproduced in any form, publicly distributed or used for fundraising or promotion purpose without prior permission from World Vision Hong Kong
- Penalties of HK$100/piece for VCD/DVD and HK$450/piece for Exhibition board/ Picture will be charged for any lost or damaged items.
- Videotapes should be rewound to the beginning after use.
- Borrowed items should be returned on or before the due date. A late charge of HK$10 per item per day will be levied for developing World Vision Hong Kong's educational resources.

(2) Usage of Exhibition board/ Picture

- Please hang the exhibition boards according to the serial numbers on the boards.
- Please use the hooks or clips for hanging the exhibition board or the picture. **Do Not** use tapes or staples.
- Please keep the material(s) clean.
- Please put the exhibition board in correct order before returning them to us.

Signature of the applicant (with chop of school/ institute): _____

Date: _____

Signature of the recipient: _____

Date: _____

World Vision will only keep your personal data on file for processing your requests and sending out information.
Please contact our Public Education Department on 2399 3476 for enquiries.

World Vision Hong Kong, incorporated with limited liability, is a Christian humanitarian organisation working to create lasting change in the lives of children, families and communities living in poverty.