

Application for Temporary Carpark Space

Name : _____ School / Office : _____

Telephone no. : _____ Date : _____

- I. Application for temporary parking on (please tick) : Main Campus Jockey Club Campus
 Jockey Club Institute of Healthcare

II. Details of booking

<u>Guest</u> (Name, Organization, Title)	<u>Car Plate No.</u>	<u>Reason for use*</u>	<u>Parking Date</u>	<u>Parking Time</u>

*For guest speaker, please indicate if he/she is a **paid** or **non-paid** speaker.

Endorsed by : _____ / _____
Name *Post: (Assistant Manager grade or equivalent or above)*

Note : 1. Please send the completed form to Hong Yip via hkmumc@hongyip3.com with c.c. to your Supervisor (Assistant Manager grade or equivalent or above) giving endorsement.

2. For enquiries, please contact Hong Yip (HY) at 3120 2413.

4. If the vehicle with reservation does not turn up in 30 minutes after the booking time, the reserved parking space will be released to other user.