



香港基督教青年會
YMCA OF HONG KONG

Authorization Letter For Facility Booking

Important Notices

For those members who cannot book the facilities in person may authorize a representative to book the facilities on his/her behalf by completing and signing this authorization letter. One representative can only represent maximum of **2 members** for facilities booking. The authorized representative must present **1) This Authorization Letter 2) Copy of membership card of the member user** for verification.

Name of Representative: _____

(Please fill in with BLOCK LETTER)

Name of Member: _____

(Please fill in with BLOCK LETTER)

Signature of Representative: _____

Signature of Member: _____

HKID Card No. of Representative: ____ - ____ XX (X)

(Eg. A-1234XX (X))

Membership Number: ____ - ____ - ____

Date: _____

Date: _____

I understand that any decisions made by my representative as named above will be FINAL and IRREVOCABLE. I undertake the risk and responsibility and indemnity YMCA of Hong Kong against any claims or litigation that may arise due to this authorization.

***This authorization letter is valid till the membership expiry date as named above**

YMCA of HK reiterates to Membership Rules & Regulations, membership card and its privileges are

NON-TRANSFERABLE to others. Please feel free to contact our staff at Member Services if you have any enquiries.

YMCA of Hong Kong reserves the rights to amend the above regulations without further notices and reserves final rights of using facilities.

For MS Office Uses Only



香港基督教青年會
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預訂場地設施授權書

重要提示

任何未能親身預訂場地設施之港青會員，可填妥及簽署本授權書以授權他人代為預訂場地設施，而每位被授權人士只能最多為**兩位**會員代為預訂場地，但授權人士必須於預訂場地設施時出示 **1) 本授權書 2) 場地使用會員之會員證副本**供核實之用。

代辦人姓名: _____

(請用正楷填寫)

場地使用港青會員姓名: _____

(請用正楷填寫)

代辦人簽署: _____

港青會員簽署: _____

代辦人香港身分證號碼: ____ - ____ XX (X)

(例: A-1234XX(X))

港青會員編號: ____ - ____ - ____

日期: _____

日期: _____

本人明白經上述代辦人代本人作出的決定，將不得更改。本人願意承擔因授權代辦人所引起的風險與責任，並保障香港基督教青年會免受任何形式的追討及訴訟賠償。

***本訂場授權書有效至上述會員到期日為止**

本會重申，根據會員章則，會員証及其賦予的權利**不得轉讓**。如有任何查詢請與本會會員服務部聯絡。

香港基督教青年會有權修改以上條例並不作出任何個別通知及本會保留一切最終使用權。

會員服務部辦事處專用