

**For Room Booking**

Venue	Period				Remarks
	Lesson time	Lunch / after school / Saturdays	Public holidays	Long holidays	
Classrooms	Mrs. Chan (Vice-principal)	ECA – Miss Stella Chan	Mrs. Au (Vice-principal)	General Office (Salome)	ECA Section is <b><u>NOT</u></b> responsible for room settings and equipment arrangement in the venue.
Special Rooms (* who book the room must accompany student(s) involved during booking period)					
Hall					
Dining Room / Playgrounds / Covered-playgrounds	Mrs. Au (Vice-principal)	Mrs. Au (Vice-principal)			

**Remarks:**

1. Student Association Centre (SAC) and the study rooms under the hall are not available for booking because they have been reserved for students.