



The Hong Kong University of Science and Technology
Dean of Students' Office
Student Amenities Booking Form
(for recognized student organizations)

Ref: _____

Please submit the completed form to LG3 Student Support & Activities Counter or email to ssa@ust.hk,
at least 3 working days before the event. Late application will not be considered.

Name of Room [capacity]: (Refer to [Summary of Activity Venue](#))

- LG4: ☐ Music Room 3 [12] for group practice ☐ Band Room [7] for group practice by registered students
LG5: ☐ LG5 Conference Room [100] ☐ LG5 Common Room [30/50] ☐ Multi-function Studio [20/50]
☐ Meeting Room 1 [16] ☐ Meeting Room 2 [8] ☐ Workshop [32]
G/F ☐ Tsang Shiu Tim (TST) Art Hall [200] & ☐ Dressing Room [6]

****Booking for other venues, please use their respective form/platform: [Common Room 4 & 5+6](#), [UG7 MPH](#), [GGT MPR](#), [Communal Area](#), [Classroom/LT](#)****

Equipment: For equipment not listed below, please submit the [Equipment Loan Form](#).

- ☐ _____ Tables ☐ _____ Chairs *Dept: Arrange removal service and borrow extra furniture from CMO if needed

Meeting Room 1: ☐ Built-in TV for projection **LG5 Common Room:** ☐ Built-in projector & screen

Conference Room & Multi-function Studio: ☐ 2 wireless mics ☐ Built-in projector & screen

TST Art Hall ([Floor plan and checklist](#)):

- ☐ Stage projector & screen ☐ Side stage projector & screen ☐ 2 wireless mics ☐ Banner bar ☐ Piano

Applicant information:

- ☐ SU, SU-affiliated societies ☐ DAGs ☐ SEAS projects ☐ Department ☐ Others: _____

Society/Group/ Department/Project Name: _____

Applicant Name: _____ Student/Staff ID: _____ Contact No.: _____

Position/Role: _____ HKUST Email: _____

Activity Name & Nature: _____

Event Date & Time: _____

Booking Date & Time (include set up & reinstate): _____

No. of Participants: _____ Any outsider? ☐ No ☐ Yes (No. of alumni _____ Non-UST student _____ Guest _____)

Any fee charged? ☐ No ☐ Yes (UST students \$ _____ Other students \$ _____ Non-students \$ _____)

Any co-organizer(s) / sponsor(s)? ☐ No ☐ Yes (Name: _____)

Serving food & drink? ☐ No ☐ Yes (Specify: _____) (Candle and gas/ electric stove heating are not allowed)

TST Art Hall:

Is the program open to public? ☐ No ☐ Yes (refer to the User Guidelines on next page.)

Set up Reception Desk (outside Art Hall)? ☐ No ☐ Yes

Any display(s) outside Art Hall? ☐ No ☐ Yes (Specify: _____)

Event Objectives / Intended outcomes:

Rundown: (include set up & reinstate, add extra page if necessary)

Start Time	End Time	Details

☐ English/Bilingual event promotion materials (e.g. poster, email, IG post) attached. (If not ready, submit 7-day before the event.)

User Guidelines for Student Amenities:

- Information of the booking and the applicant may be released to other university departments/offices for administrative uses.
- Confirmed booking cannot be transferred, sublet or used for other purposes.
- If you want to cancel or change the booking, please write to ssa@ust.hk as early as possible and before the event day.
- All pre-set equipment and furniture cannot be removed from the venue. Pirated software is not allowed as it is a criminal offence.
- Do not soil or damage the stage and other furniture in the venue.
- Consumption of food / drink is not allowed (except water) without prior approval. Cooking activity is not allowed.
- Alcoholic drinks of any kind are not allowed to be brought into and/or consumed at Student Amenities managed by DSTO.
- Any misuse or abuse identified on the spot, DSTO may curtail the event, or stop it immediately in case of serious violation.
- Tidy up and reinstate the venue properly, remove all your items and leave before the approved booking end time.
- A charge may be levied for any loss or late return of key/access card.
- You will be held responsible for any loss and damage of the facilities.
- The use of the venue and the facilities must comply with HKSAR laws and University rules and regulations.
- Penalty may be imposed in the event of no-show or any unlawful or inappropriate use of the venue and/or facilities, e.g., suspend the booking right of DSTO venues/equipment for a certain period, and/or cancel your approved bookings.
- The university reserves the right to change or cancel an approved booking under a special circumstance. An alternative would be provided *as far as possible*.
- Additional notes for **Workshop in LG5**: It is designated for preparation works as well as temporary storage. During your booked timeslots, you may experience interruptions from other users who need to access to retrieve or store their belongings.
- Additional notes for **Tsang Shiu Tim Art Hall**
 - Activities open to the public would be considered case by case. According to the Places of Public Entertainment (PPE) Ordinance (Cap.172), the event organizers are required to apply for “Temporary Places of Public Entertainment” Licence if your entertainment listed in the ordinance admits general public. For details: https://www.fehd.gov.hk/english/licensing/Guide_on_Types_of_Licences_Required.html
 - Do not move the piano without approval by DSTO. Otherwise, you may be charged for the tuning/ damage costs.
 - Do not use the space outside TST Art Hall without prior approval.

Declaration & Signature:

I, on behalf of the student organization/organizing unit above stated, agree to comply with HKSAR laws, University rules and regulations and the “User Guidelines for Student Amenities”. Violations may result in immediate booking cancellation and other consequences under the law and/or University rules and regulations.

Signature and Society/ Department Chop

Date

Endorsed by Sponsor Department
(for DAGs/SEAS)

For Office Use

User ID: _____

To: Applicant

This is to confirm that this application is ☐ approved # ☐ rejected

For check-in before event, return of keys and/ or equipment, please visit:

☐ LG3 Student Support & Activities Counter ☐ LG5 Amenities Counter

Note: For the booking with the approved end time AFTER 10 p.m., please get the key/access card when check-in and return it to the **LG5 Drop-off Box** *after use immediately*.

SSA Signature

Date