



The Hong Kong University of Science and Technology
Dean of Students' Office
Tsang Shiu Tim Art Hall Booking Form
(for university departments/offices)

User Guidelines

1. Booking Priority

- Category A: Student-led Activities - Up to 6 months advance booking.
- Category B: Open set up exhibitions (without blocking students' casual use) - Up to 6 months advance booking.
- Category C: Student activities organized by departments/offices # - Up to 2 months advance booking.
- Category D: Non-student activities # - Up to 1 month advance booking.
If the activity is held in January, June or July, up to 5 months advance booking and no booking quota.

2. Booking Quota

- Open set up exhibitions - Maximum: 2 weeks include set up & reinstate
- Other events/activities - Maximum 1 booking and not more than 6 sessions (including setup and dismantle) per week

Each day is divided into 3 sessions: 0900-1200, 1200-1700, 1700-2200

Example: Booking time 0900-1500 = 1 booking, 2 sessions

Note: Accept only 1 rehearsal and 1 site visit per event/booking for all types.

3. To ensure fairness, eligible applications will be processed on a first-come, first-served basis. **All** booking requests must be submitted through the official channel at ssa@ust.hk. Booking forms submitted ahead of the designated booking window (see #1 Booking Priority) and/or sent directly to individual staff will be deemed *invalid*.
4. Art Hall is available for booking 0900–2200 from Monday to Sunday, except Chinese New Year Holidays (3 days), Dragon Boat Festival, the day following Mid-Autumn Festival, and on Christmas day.
5. Confirmed booking cannot be transferred, sublet or used for other purposes, unless with prior approval by DSTO.
6. Users are responsible for arranging all setup, dismantling, cleaning & removal within their confirmed booking time. Moving the piano requires prior approval from DSTO and the users will be charged for the tuning fee.
7. Refreshments are allowed. Heating food by candle, gas, or electric stove is not permitted.
8. Alcoholic drinks are not allowed to be brought into and/or consumed at all student amenities managed by DSTO.
9. Activities that are open to the public and fall within the scope of the Places of Public Entertainment Ordinance (Cap. 172) must obtain a [Temporary Places of Public Entertainment Licence](#). Otherwise, the application will not be approved.
10. Use of the venue and the facilities must comply with HKSAR laws and University rules and regulations.
11. Users will be held liable for any loss and damage of the piano, AV equipment, furniture, and other loaned items during their booking period or as a result of late return.
12. Booking and applicant information may be released to other university departments/offices for administrative uses.
13. All activities on campus will normally be cancelled when the Black Rainstorm Warning is hoisted or when Typhoon Signal No. 8 is to be hoisted within 2 hours.
14. Please email ssa@ust.hk as early as possible and before the event day to cancel or change the booking. No-shows without prior notice may affect future bookings.
15. DSTO reserves the right to modify, suspend, or cancel any approved booking under exceptional or unforeseen circumstances. In such events, alternative arrangements will be provided subject to availability and feasibility.
16. DSTO reserves the sole right to interpret these Guidelines and FAQs in the event of any dispute, and holds the final decision on all booking approvals.

FAQs

○ **How to check availability of the Art Hall?**

Email ssa@ust.hk or call Ms. Mok at 2358 6149. Note the Art Hall is unavailable during university-wide events, such as exam periods (ARO), Info Day (URAO), and New Student Orientations (DSTO/Schools).

○ **Is there a fee charge by DSTO?**

Venue, furniture and equipment listed in the Floor Plan (next page) are free of charge.

⊖ **What support does DSTO provide to approved users?**

DSTO is not able to provide any technical or setup support, please contact respective supporting offices if needed.

DSTO -	LG3 Student Support & Activities Counter	23585819		
CMO -	Emergency	2358 8999	Security Control Room	2358 6565
	Air-conditioning	2358 6465	Temporary Power Supply	2358 6470
	Removal Service	2358 6482	Cleaning Service	2358 6540
	Mobile Stage Erection	2358 6570		
ITSO -	IT help desk	2358 6200		

○ **What is the rationale for Art Hall's booking priority?**

Art Hall is primarily designated to support student initiatives. Hence, priority is given to student-led activities. Departments are encouraged to explore alternative venues where appropriate.

○ **Can I reserve or pencil-mark the venue before my booking period opens?**

No, pencil-marking is not allowed. To request an early reservation, you must submit an application form with written justification endorsed by your Department Head, subject to approval by the Dean of Students (or delegate).

○ **What is the difference between "Event Date & Time" and "Booking Date & Time"?**

Event Date & Time: The hours when the venue is open to your participants.

Booking Date & Time: The total reserved slot, which must include your setup, rehearsal, and venue reinstatement.

○ **Can we book the Art Hall for 200+ participants?**

No. For safety reason, the maximum capacity is strictly 200 people, including performers, audience, and staff. To optimize venue use, events with fewer than 50 participants will generally not be considered without strong justification.

○ **Can I do a site visit before or after applying?**

Yes. You can drop by for a casual visit whenever the venue is open. To schedule a guided visit, please contact Ms. Mok at 2358 6149. To help us maximize venue availability, we limit scheduled visits to ONE session per booking, and preferably during off-peak hours (e.g., 0900-1000).

○ **What if I need extra or different furniture and AV equipment?**

Standard layout and provisions are listed in the Floor Plan (next page). We provide an iPad to control the sound, lighting, banner bar, and TV/projection systems (including the TV display outside the entrance).

- For standard AV projection, please bring your own laptop, power cord, and any necessary display adapters. You can connect to the system using the standard HDMI cable fixed on top of the PA system, or bring your own HDMI cable to connect to the input port near the stage.

- For extra AV equipment beyond the standard setup, please contact ITSO or MTPC.

- For furniture and logistics (such as extra setups, furniture removal, or cleaning services), please contact CMO. We highly recommend that first-time users book a site visit to test their equipment and ensure smooth planning.

○ **Do I need a separate application for rehearsal?**

No. Rehearsal requests should be submitted together with the main event booking. To ensure fair facility usage, we accept only one rehearsal and one site visit per event. Please note that rehearsal requests for events taking place at other venues will not be accommodated.

⊖ **How do I check in once my booking is approved?**

Collect the access card and borrowed items from the LG3 counter (via Lift 3 or 6) near your booking start time. For overnight booking, ensure the venue is locked daily.

○ **Can I transfer or cancel my bookings?**

Bookings can be cancelled by submitting a written notification to DSTO immediately upon the cancellation of your event. Booking transfers and subletting are prohibited without the prior approval of DSTO. Any requests to reschedule an event will be subject to venue availability and will not receive priority over new booking applications.

○ **What should I be aware of before handing back the venue?**

You are expected to return a clean and tidy venue by your booking end time. This includes restoring Art Hall layout (refer to next page), cleaning (if needed), and returning all borrowed items to the LG3 counter.

Tsang Shiu Tim Art Hall (G017) Floor Plan

Tsang Shiu Tim Art Hall

Hall size: 21m x 21m (est.)
Light track height: 2.6m (est.)
Wall panel height: 2.6m (est.)
Loading capacity: 200 persons

Furniture

110 PVC chairs + 90 backup PVC chairs at the side
2 sofa sets
8 triangular tables & 20 foldable chairs
3 folding tables
2 lab stools

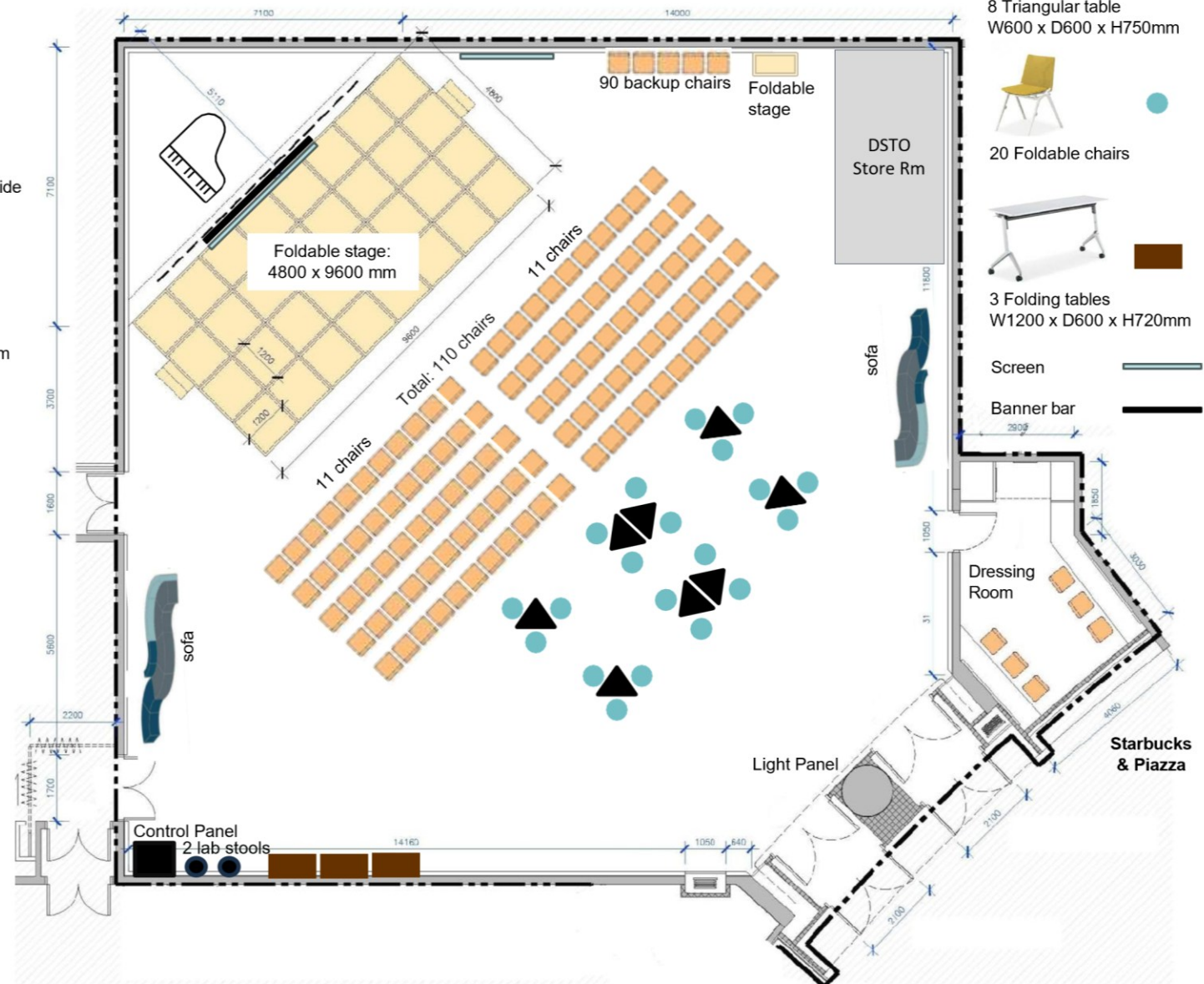
Stage

Foldable stage size: 4800D x 9600W x 60H mm
Foldable stage unit size: 120D x 240W x 60H mm
Video platform: 120D x 240W x 60H mm

PA System

Handheld wireless mic x 4
Banner bar: 3.5W x 3H m (behind stage screen)
Stage projector & screen: 144" x 144"
Side projector & screen: 96" x 96"
Yamaha grand piano: C7X PE

 **Washroom**
LG1, Indoor Sports Complex



tstah_checklist (09/2026)



The Hong Kong University of Science and Technology
Dean of Students' Office
Tsang Shiu Tim Art Hall Booking Form
(for university departments/offices)

Ref: _____

Please read the Guidelines and FAQs carefully before completing this form. Submit the completed form to ssa@ust.hk when the respective booking window opens.

Applicant Information:

Department/Office Name: _____

Applicant Name: _____ Ext.: _____ HKUST Email: _____

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

Event Date & Time: _____

Event Name: _____

Nature: ☐ Performance ☐ Ceremony ☐ Talk ☐ Workshop ☐ Competition ☐ Exhibition ☐ Other: _____)

Event Objectives / Intended Outcomes: _____

Total no. of Participants #: _____, including no. of Student: _____ Staff: _____ Other: _____ (specify: _____)
Loading Capacity: 200

Any fee charged? ☐ No ☐ Yes (specify the target and the fee: _____)

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

Any refreshment? ☐ No ☐ Yes (specify: _____)

Rundown: (include set up & reinstate which are expected to be completed within the approved booking period.)

Date, Start Time	Date, End Time	Details

In-house Furniture, Equipment & Others: (refer to the Floor Plan)

☐ Projectors with screens ☐ _____ (Max. 4) wireless mics ☐ Banner bar ☐ Piano

Is the program open to public? ☐ No ☐ Yes (Please submit the [Temporary Places of Public Entertainment License](#))

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

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

Need to use Dressing Room? ☐ No ☐ Yes

Declaration & Signature:

I, on behalf of the department/office above stated,

- ☐ agree to comply with HKSAR laws, University rules and regulations and User Guidelines & FAQs of this form.
- ☐ declare that this booking does not involve any commercial or profit-making activities.
- ☐ understand that any violations may result in booking cancellation and other consequences under the law and/or University rules and regulations.

Applicant's signature and Department stamp

Date (yyyy-mm-dd)

For DSTO use:

This application is ☐ approved # ☐ rejected by: _____ Date: _____

For check in & check out, please go to LG3 Student Support & Activities Counter via Lift 3 or 6 (tel: 2358 5819).