



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 [Activity Venues](#))

- 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] ([Art Hall Booking Form for Dept/Offices](#))

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

Built-in Furniture & Equipment required: ☐ _____ Chairs ☐ _____ Tables

LG5 Conference Room & Multi-function Studio: ☐ 2 Wireless mics ☐ Built-in projector & screen

LG5 Common Room: ☐ Built-in TV for projection ☐ Portable speaker with 1 wireless mic

Meeting Room 1, 2: ☐ Built-in TV for projection

TST Art Hall ([Floor plan](#)): ☐ Projectors with screens ☐ ____ (Max. 4) wireless mics ☐ Banner bar ☐ Piano

For equipment not listed above, please submit the [Equipment Loan Form](#). Department users, borrow extra furniture or arrange removal service with CMO if needed.

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: _____

Event Name: _____

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

Event Date & Time: _____

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

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

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: _____ Candles and gas/ electric stove heating are not allowed)

TST Art Hall: ☐ Reception Area outside Art Hall (specify: _____)

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

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:

- Applicant and booking information may be released to other university departments/offices for administrative uses.
- Confirmed booking cannot be transferred, sublet or used for other purposes.
- The use of the venue and the facilities must comply with HKSAR laws and University rules and regulations.
- Pirated software is not allowed as it is a criminal offence.
- Consumption of food / drink is not allowed (except water) without prior approval. Cooking activity is not allowed.
- Alcoholic drinks are not allowed to be brought into and/or consumed at all student amenities managed by DSTO.
- Sale, money transactions, or commercial activities of any kind are not allowed.
- All pre-set equipment and furniture cannot be removed from the venue. Do not soil or damage the stage and other furniture in the venue.
- Any misuse or abuse identified, 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.
- 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 work and temporary storage; you may experience interruptions during your booked timeslot as other users access the space to retrieve or store materials.
- 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 organizers are required to apply for “**Temporary Places of Public Entertainment Licence**” if their activities are regarded as a public entertainment event on a temporary basis. For details and application: 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.
- 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 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.
- DSTO reserves the sole right to interpret this User Guidelines in the event of any dispute, and holds the final decision on all booking approvals.

Declaration & Signature:

I, on behalf of the student organization/organizing unit above stated, declare that the booking does not involve any commercial or profit-making activities, and 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.

☐ Please borrow _____ additional table(s) from the LG3 SSA Counter.

Go to ☐ LG3 Student Support & Activities Counter ☐ LG5 Amenities Counter for Check-in and Check-out.

Note: Bookings ending AFTER 10 p.m., return the key/access card immediately to the **LG5** Drop-off Box after use.

SSA Signature

Date