The Hong Kong University of Science and Technology
Dean of Students' Office

Application for Band Room User Card

(Please email the application form with supporting documents to ssa@ust.hk using your ITSC email.)

Name	(English)		(Chinese)
Student / Staff ID No.		Department	
Contact Tel		Email	

Relevant Experience (e.g. played guitar for 1 year, learning drum):

Attach the following supporting documents: *(Check the box as appropriate)*
❑ a valid Student/Staff ID copy, **and**
❑ a certificate / a learning course receipt (show you are a learner/player of a band instrument), **or**
❑ a video link of you playing the instrument (with your face clearly shown for identity verification).

Regulations for Using the Band Room
1. To book and use the Band Room, users must present their User Card and Student/Staff ID Card. The User Card is for the use of the registered card holder only. This policy is in place to reduce the risk of unintended damage to the valuable equipment and to enhance accessibility for university students and staff who are learning or playing musical instruments.
2. Each user is allowed to book and use the Band Room for a maximum of one hour per day. Bookings and check-ins must be made in person at the LG3 Student Support & Activities Counter. Cancellation can be made in advance by email to ssa@ust.hk or at LG3 Counter in advance.
3. Periodic checks will be conducted to ensure that users are attending their appointments. If a user is identified as having missed more than one appointment within a week, they will receive a warning. If the user continues to be a no-show, their booking rights will be suspended for a month.
4. Staff members cannot book in advance but can walk-in and sign up to use the room if it is not reserved or 10 minutes after the user has failed to show up.
5. If a Band Room User Card holder wants to use the Band Room with other student/staff, please email their name, SID no. and purpose to ssa@ust.hk no later than 2 working days before the booking for consideration.
6. The User Card expires with the student's ID card for students and with employment at HKUST for staff.
7. SU-affiliated Societies and Department-associated Groups may submit advance booking (3 working days to 2 months) for group practice or training of registered Band Room users. Please visit Summary of Student Amenities for details.
8. Users will be held responsible for any loss or damage to the facilities that occurs during their use.

❑ **I fully understand and will comply with the above regulations governing the use of the Band Room.**

(Signature)	(Date)

Note: With a completed application and sufficient proof, the processing time is **one week**. Applicants will receive an email notification when their card is ready for collection.

OFFICIAL USE ONLY

This application is accepted / not accepted *.	
Remarks:	(Authorized Signature) (Date)

Card No.		Date of Issue		Expiry Date	

* *Delete as appropriate*