



The Hong Kong University of Science and Technology
 Dean of Students' Office
 Equipment Loan Form
 (for recognized student organizations)

Approval No.

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.

Applicant information:

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

Group/Project Name: _____

Applicant Name: _____ HKUST Email: _____ Contact No.: _____

Venue of use: _____ Venue booking status: Approved Pending

<p>User Guidelines:</p> <ol style="list-style-type: none"> 1. Equipment is loaned only to users with prior approval for a specific campus venue. 2. All equipment cannot be taken off campus, loaned, or transferred. 3. When checking out the equipment, ensure it is in good condition at the LG3 Student Support & Activities Counter. Use it carefully and follow SSA staff instructions. 4. Report any damages or malfunctions immediately. Users are responsible for any misuse, loss, or damage, including costs for maintenance or replacement. 5. No-shows or irresponsible use may lead to penalties, including booking bans or cancellations. 	<p>Signature and Society chop</p> <p>Date</p> <p>Endorsed by Sponsor Department (for DAGs/SEAS)</p>
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Activity Time	From:	Date	Time	Loan Period	From:	Date	Time
	To:	Date	Time		To:	Date	Time

Please refer to the Equipment List on next page.				For Office Use					
Item no.	Item	Qty	Remarks	Sign	Date	Received (✓ / X)	Sign	Date	

Collected by	Name	Contact no.
For Office Use <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		SSA Signature
		Date

Pick up location: LG3 Student Support & Activities Counter G/F Tsang Shiu Tim Art Hall

A. Equipment List				
Item no.	Item		Stock	Unit cost (HK\$)*
B3	Tripod	攝錄機用腳架	2	1,000
C2	Portable Mega Phone	手提擴音器 (大聲公)	10	1,000
D1	Mic with Cable	有線咪高風	10	300
E1	Table Mic Stand	座檯式咪架	8	500
E2	Floor Mic Stand	座地式咪架	10	500
F1	Projector Screen 80"	80 吋投影屏幕	3	2,000
F2	Projector Screen 60"	60 吋投影屏幕	1	2,000
G3	Video Projector	投影機	5	4,500
PS	Project - O - Stand	腳架 (投影機用)	3	1500
H2	Power Speaker Set with 2 wireless mics (for Atrium use only)	揚聲器組合連 2 枝無線咪 (只供大堂使用)	1	Quotation
H3	Speaker with Built-in Amplifier	擴音揚聲器	6	10,000
H4	Busking Equipment (set)	街頭音樂組合(套裝)	1	Quotation
M1	Folding Table	摺檯	70	2,500
M2	PVC Chair	膠椅	180	400
M3	Notice Board 4' x 6'	告示板 4' x 6'	80	3,000
M8	Stand Riser	合唱團台階	6	20,000
M10	Sand Bag	沙包	100	120
N1	Extension Cable Reel	拖板連插蘇座	10	700
O1	Line-up Stand	排隊柱	19	600
SM01	Mobile Stage	可摺式舞檯板	20	22,000
SM01a	Stair with screws for Mobile Stage	可摺式舞檯板用樓梯	2	6,000
BE2c	Cable - Mic Extension	咪延長線	6	200
BE10a	Synthesizer (Keyboard)	鍵盤電平樂器 (電子琴)	1	Quotation
BE10b	Amplifier - Synthesizer (Keyboard)	鍵盤電平樂器擴音喇叭座 (電子琴喇叭座)	1	Quotation
BE10c	Stand - Synthesizer (Keyboard)	鍵盤電平樂器架 (電子琴架)	1	Quotation
B. Band Equipment List (for authorized users only)				
BE1b	Amplifier - Guitar	電結他擴音喇叭座	2	Quotation
BE1c	Amplifier - Bass	低音電結他擴音喇叭座	1	Quotation
BE3	Direct Injection Box	直接輸入電平盒	4	Quotation
BE7	Mixer	混音器	1	Quotation
BE8a	Drum Noise Barrier (set)	擋音屏 (套裝)	1	Quotation
DR1.01	Drum Set	套裝鼓	1	Quotation

** Estimated costs for lost or damaged equipment; actual charges may vary and subject to quotation.*