

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

Extension of Air-conditioning Service Request Form
for SU & Society Rooms

Notes

Mail Box: _____

1. The Students' Union Offices and Society Rooms are provided by the University for students to conduct SU or student society work in administration and organization of student activities. Application for an inappropriate or irrelevant activity will not be considered.
2. Complete this form if you wish to apply for extension of air-conditioning service between 2 a.m. and 9 a.m. in a Students' Union Office or Society Room.
3. Please submit the completed form in person to LG3 Student Support & Activities Counter well in advance. On the day request will be accepted but no later than 5 p.m.
4. For energy saving purpose, please switch OFF the lighting and air-conditioning before leaving the room.

Student Organization: _____ Room No.: _____

Applicant: _____ (UST ID# _____)

Tel: _____ Email: _____

Date of activity: _____ Extension time requested: 2 a.m. - _____ a.m.

List of persons involved: *(Please attach a separate sheet of the list if necessary)*

Full Name	Status #	Full Name	Status #
(1)		(3)	
(2)		(4)	

Mark an appropriate code (E - Exco; F - Former Exco; N - Non-Exco; A - Alumni), provide justifications below if F, N or A will be involved and ensure at least one current exco will stay in the room with them.

Purpose and details of activity: _____

Signature and SU/ Society Chop

Date

To be completed by DSTO

- To Applicant: Your request is **approved** and forwarded to CMO for technical arrangement. For emergency, please contact CMO Building Service Section at 2358 6465.
 Your request is **rejected** because the activity is inappropriate/irrelevant.

Authorized Signature and Chop

Date

Request sent to CMO on: _____ at _____ am/ pm by _____