

Guidelines and Regulations for Use of the LG7 Restaurant Seating Area

The Campus Services Office (CSO) is authorized to manage the use of, and access to, its catering facilities at LG7 to assist the University in organizing various types of academic and non-academic catering events while ensuring that the safety of the community and facilities, and the University's reputation are not compromised. This policy outlines appropriate procedures and conditions regarding the use and booking of the LG7 restaurant seating area ("venue").

The regulations listed below is set to ensure that the venue is used efficiently and responsibly and in ways consistent with its values and priorities while normal operations are not affected.

Application

1. All student societies, departments and offices of HKUST are eligible for booking the venue.
2. No charge will be imposed on the using of venue.
3. Only events or programs for catering purpose serving the HKUST community and of non-commercial nature will be accepted.
4. Application form could be accessed on the CSO website (<https://cso.ust.hk/form/lg7-bkg>).
5. A minimum of 7 working days advanced booking is required. Bookings are accepted up to 2 months in advance on a first-come-first-served basis.
6. CSO will inform the applicant of the result of application by email within 2 working days.
7. The applicant should notify CSO of cancellation/amendment of booking at least 1 working day before the event date.
8. If the food consumed during the event is not provided by any of the campus caterers, users are required to provide related information to CSO/HSEO for review and approval.
9. The applicant is required to state clearly in the application form the expected number of student and non-student participants. If the activity involves outsider participants, the application must include the expected number of outsider participants and the relevant participation fees, if any.

User Regulations

1. All bookings are non-transferable. Upon request, an activity plan must be submitted with the application form for approval. Activities of commercial nature are strictly prohibited.
2. No promotional materials, such as, table stands and posters, should be displayed in the venue unless otherwise approved by CSO.
3. Participants should keep the venue in safe, hygienic and clean condition while using.
4. All equipment, furniture and facilities must not be removed from the venue without prior approval from CSO.
5. All equipment, furniture and facilities within the venue should be returned to their original positions after the event.
6. The venue should be cleaned up and restored to its original state after the event. Event participants should remove all their belongings after the event and leave the venue on or before the official closing hours.
7. Cooking activity (including hotpot activity) and activities that generate excessive noise, such as, singing contests or music performance, are not allowed.
8. Smoking and consumption of alcoholic drinks of any kind in the venue are strictly prohibited.
9. The event organisers should bring their own garbage bags to collect and separate wastes including organic, plastic, metal, etc., and dispose the wastes/deliver the recyclable materials on their own.
10. For catering events served by campus operators, use of reusable eating utensils is necessary.
11. Should there be any violations of regulations (including no-show), CSO may suspend the booking rights of the applicant until end of the semester, as well as cancel any approved booking during the banned period. In the event of misuse or abuse, CSO may suspend the activity immediately.
12. The applicants will be held liable for any loss and/or damage of equipment, furniture and facilities in the venue during the event period.
13. Illegal and unauthorized activities strictly prohibited.
14. All bookings will be automatically cancelled when the venue is closed due to the hoisting of typhoon signal no. 8 or above, or Rainstorm Black Warning signal.

Breach of Conditions of Use

If any user fails to observe the regulations or to comply with the advice of CSO to the full satisfaction of the office, CSO is entitled to cancel the confirmed booking and terminate the use of the venue immediately. The participants shall vacate the venue immediately under such circumstances.

ANNEX 1

Area available for booking – Area in Yellow

