



Storage Application Form

Storage	Application Method Student Societies [^]	Application Method Other student groups ^{^*}
Student locker Size: W300xD450xH612mm Location: 2/F, near lift 17-18	Submit application form to stuam@ust.hk	Submit application form to stuam@ust.hk <i>*DAGs, SEAS projects</i>
Storage compartment (Small) Size: W1000xD600xH990mm Location: LG5 Corridor	1-7 days: Contact LG5 Amenities Counter	
Storage compartment (Big) Size: W1000 x D10000 x H2000mm Location: LG5 Workshop	8 days or more: submit application form to stuam@ust.hk	

[^] For storage requests of 8 days or more, attach a list of the items to be stored, including their quantity, size, and photos.

Name of Student Society/Group: _____

Name of Applicant: _____

Contact Tel: _____ HKUST Email: _____

Description of materials to be stored: _____

Apply for: _____ # Submit the application form at least 3 working days before the expected storing period.

Storage	Storing period # (dd/mm – dd/mm)	No. of units	Allocation (OFFICIAL USE ONLY)
Student locker			
Storage compartment (Small)			
Storage compartment (Big)			

Regulations

1. The storage space is for storing society or project materials **only**.
2. **Do not** store alcohol, cigarettes, illegal, or dangerous goods (e.g., flammable materials).
3. Keep the interior and exterior of the storage units clean. No posters or stickers should be put on them.
4. Users must clear all their belongings from the storage units by the approved due date.
5. During the loan period, normally, DSTO staff will notify users before opening their storage units and in the presence of an authorized officer of the University. However, DSTO reserves the right to open any storage units without prior notification in case of emergency.
6. If you need to extend the loan period, please submit a request to stuam@ust.hk at least 3 working days before the end of the loan period. Approval will be subject to availability.
7. After the due date, DSTO reserves the right to remove the padlocks and dispose of any belongings found. DSTO **will not** be responsible for any loss or damage.
8. Any violation of these regulations may result in immediate termination of storage unit usage and may affect future applications.

I, on behalf of my society or group, fully understand and agree to comply with the above regulations.

Signature & Society Chop	Date
Endorsed by Sponsor Department (for DAGs/SEAS)	

OFFICIAL USE ONLY

<p>This application is <input type="checkbox"/> approved <input type="checkbox"/> rejected.</p> <p>Please bring your own padlock(s) to LG3 Student Support & Activities Counter on Day 1 of the approved loan period.</p>	<p>_____</p> <p>(Authorized Signature) (Date)</p>
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