

## Summary of Activity Venues (2025.3)

^ DAGs - Department-associated Groups

\* FBS – [Facilities Booking System](#)

1. Advance booking: Maximum 1-hour per day per room type

2. Maximum 1-hour per day

Facilities	Capacity	Opening Hours	Individual students	Booking method	SU affiliated Societies, DAGs^	Booking method	Reference for organized activities (Maximum of 8 hours per day)
					<b>Organized activities should be booked by application form instead of FBS</b>		
<b>Student Amenities (managed by SSA)</b>							
<b>LG4</b>							
Music Room 1, 2, 3	Rm1: 2 Rm2: 2 Rm3: 12	0900-2100	✓	7-day advance booking via <a href="#">FBS</a> * <sup>1</sup> or walk-in	Music Room 3: <b>For group practice</b>	3 working days – 2 months advance booking by <a href="#">application form</a>	<ul style="list-style-type: none"> <li>No food and drink</li> </ul>
Band Room	7		<a href="#">Registered students</a>	7-day advance booking at LG3 SSA Counter <sup>1</sup>	<b>For group practice</b> by <i>registered students</i>		
Recreation Room (Billiard)	-		✓	On-the-day booking via <a href="#">FBS</a> * <sup>2</sup>	X	N/A	
<b>LG5 / Seafront</b>							
Meeting Room 1, 2	Rm1: 16 Rm2: 8	0900-2200	✓	14-day advance booking via <a href="#">FBS</a> <sup>1</sup> or walk-in	✓	3 working days – 2 months advance booking by <a href="#">application form</a> ( <i>Booking end time after 9pm should provide justifications.</i> )	<ul style="list-style-type: none"> <li>No food and drink</li> </ul>
LG5 Common Room	~ <b>50</b> : setup with chairs only ~ <b>30</b> : with tables & chairs		✓	Walk-in			<ul style="list-style-type: none"> <li>Projector &amp; screen</li> <li>Tile flooring</li> <li>Food and drink allowed</li> </ul>
Multi-function Studio	~ <b>50</b> : chairs & music stands for choir ~ <b>20</b> : dance/stretching/ alike		✓	On-the-day booking at LG5 Amenities Counter <sup>2</sup>			<ul style="list-style-type: none"> <li>For music, dance &amp; activities with physical movement</li> <li>Projector &amp; screen, PA system, mirror, piano, a white board</li> <li>No food and drink</li> </ul>
Conference Room	100		X	N/A			<ul style="list-style-type: none"> <li>Stage, projector &amp; screen, PA system, a white board</li> <li>Refreshments allowed with prior approval</li> </ul>
Reflection Room	12	0900-2100	<a href="#">Registered students</a>	Walk-in	X	N/A	<ul style="list-style-type: none"> <li>No food and drink</li> </ul>

Facilities	Capacity	Opening Hours	Individual students	Booking method	SU affiliated Societies, DAGs^	Booking method	Reference for organized activities (Maximum of 8 hours per day)
					Organized activities should be booked by application form		
Co-Working Space	-	0900-0200	X	N/A	✓  (For DAGs: only those sponsored by DSTO)	Walk-in	
Workshop	32				Walk-in or 3 working days – 2 months, advance booking by <a href="#">application form</a>	• For preparation or art works	
BBQ Stove 1-5	15 per stove	1000-2300	✓	14-day advance booking via <a href="#">FBS</a>	✓	3 working days - 1-month advance booking by <a href="#">form</a>	
<b>G/F Student Center</b>					<b>Email to <a href="mailto:ssa@ust.hk">ssa@ust.hk</a> for checking of availability</b>		
Tsang Shiu Tim Art Hall #	<b>Loading: 200</b> <b>PVC Chair: 100</b>	0900-2200	✓ Mon to Fri (except public holidays)	Walk-in	✓ Daily except <a href="#">some public holidays</a>	3 working days – 6 months <sup>#</sup> advance booking by <a href="#">application form</a>	<ul style="list-style-type: none"> <li>• Stage, projector &amp; screen, PA system, banner bar</li> <li>• Refreshments allowed with prior approval</li> <li>• For performance: dressing room, 1 rehearsal booking</li> <li>• No AV technical support</li> <li>• Self-arranged removal and setup</li> </ul>

# Booking Priority for Art Hall

Activity Type	Advance booking period	Max. booking time per activity
Student-led Activities	6 months	Max. 1 week incl. set up and dismantle
Open set up exhibitions (without blocking students' casual use)	6 months	2 weeks incl. set up and dismantle
Student activities organized by departments/offices/units <sup>@</sup>	2 months	Max. 1 week incl. set up and dismantle
Non-student activities <sup>@</sup>	1 month	At most two non-student activities per week and two days at max. in weekdays
<sup>@</sup> If these activities are held in January, June or July	5 months	N/A

- Normally, only one rehearsal booking per event for all types of booking.
- Booking quota: maximum 1 booking and not more than 6 sessions per week per unit. (Sessions: 0900-1200, 1200-1700, 1700-2200)
- E.g. Lunch event: Booking time: 9am – 3pm including setup, rehearsal, cleaning and reinstate the venue  
Evening event: Booking time: Event day: 2pm – 10pm, Next day: 9am-10am including setup, rehearsal, cleaning and reinstate the venue

Facilities	Capacity	Opening Hours	Individual students	Booking method	SU affiliated Societies, DAGs^	Booking method	Reference for organized activities (Maximum of 8 hours per day)
					Organized activities should be booked by application form/ system		
Student Amenities (managed by SHRLO)							
Multi-purpose Hall (G/F, UGH7)	200	0900-2200	X	N/A	✓	2 – 6 weeks advance booking by <a href="#">application form</a>	• Projector & screen, PA system
Multi-purpose Room (G/F, GGT)	200	1000-2200	X	N/A	✓	3 days – 2 months advance booking by <a href="#">application form</a>	• Projector & screen, PA system
Common Room 4 (G/F, UGH2)	70	0900-2200	X	N/A	✓	3 working days – 2 months advance booking via <a href="#">booking system (User Manual)</a>	• Projector & screen, PA system, mobile stage unit • Refreshments allowed with prior approval
Common Room 5+6 (1/F, UGH6)	150		✓	Walk-in (if not reserved for organized activity)	✓		• Projector & screen, PA system, built-in stage, band equipment • Refreshments allowed with prior approval
Meeting Room 6 (1/F, UGH6)	10						• Not accept separate booking. Can use Meeting Room 6 when you booked Common Room 5+6