



The Hong Kong University of Science and Technology
Dean of Students' Office
Booking of Sports Facilities for Organized Activities by Groups

FACILITIES REQUIRED ⁽¹⁾:	
Date:	
Time:	
ORGANIZER ⁽²⁾:	User ID:
Person responsible for the booking:	Society Mail Box No.:
Student / Staff ID No.:	E-mail:
Department:	Contact Tel. No.:
ACTIVITY TO BE ORGANIZED ⁽³⁾:	
No. of Participants:	Nature: Training / Competition/ Others _____

<p style="text-align: center;">Notes to Applicants:</p> <ul style="list-style-type: none"> • All bookings must be made 1 month in advance. • Bookings may be cancelled with or without advance notice or reason when the management finds it appropriate. • Use of the sports facilities is subject to observance of the "Regulations Governing the Use of Sports Facilities". • Please bring this form when using the facilities. Proof of identity may be required. • Penalty will be levied on any irresponsible use of the venues and equipment, which may include a ban on booking as well as cancellation of any approved booking during the banned period. • Booking cannot be transferred, sublet or used for other purposes. 	<p style="text-align: center;">Signature of Applicant with Official Chop of Group/Organization</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date of Application</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">** Endorsement of Sponsor Department (Non-SU Group) or Club Advisor (SU Group)</p> <p style="text-align: center;">Name :</p> <p style="text-align: center;">Signature (with Chop of Department) :</p> <p style="text-align: center;">_____</p>
<p>Remarks:</p> <p>(1) Please state court number as appropriate*, turn over for details.</p> <p>(2) Information of the organizer and the event / program may be released to other University departments for administrative or publicity purposes.</p> <p>(3) To facilitate assessment of the application, the following information must be submitted together with this application:</p> <p style="margin-left: 20px;">i. For competition:</p> <ul style="list-style-type: none"> - Format, fixture & schedule of tournament - No. of participating teams - No. of matches - Layout of venue - Special arrangement requested <p style="margin-left: 20px;">ii. For activity:</p> <ul style="list-style-type: none"> - Programme & event in DETAIL - Layout of venue - Special arrangement requested <p style="margin-left: 20px;">iii. For class/structural workshop/Group Coaching:</p> <ul style="list-style-type: none"> - Copy of instructor certificate from related National Sports Association in Hong Kong. With reference to LCSD, we accept certificate from PFAHK or HKCBFA only for Fitness; certificate from HKASA, STAHK, or HKSCA for Swimming. - Certification of qualified P.E. teacher in Hong Kong 	

(For Office Use Only)

To : Applicant

This is to confirm that this application is

() approved

() unsuccessful because:

- _____ the facilities have been booked for the period you request.
- _____ the date & time requested are not clearly specified.
- _____ the use of facilities is not clearly specified.
- _____ the facilities are closed for maintenance programme.
- _____ the fixture of the Tournament is not attached.

Distribution: Original → Applicant
 Copy → Dean of Students' Office

 Authorized Signature

 Date

Useful Notes

- * **Facilities:**
- S. H. Ho Sports Hall
 - Basketball Court
 - Volleyball Court
 - Handball Court (Whole / Half)
 - Badminton Court (Court No. 1 to 6)
 - Room LG1027
 - LG1 Lobby
 - Table-Tennis (Table No. 1 to 6)
 - Squash Court (Court No. 1 to 3)
 - Climbing Wall
 - Multi-Purpose Room (LG4)
 - Artificial-turf Soccer Pitch
 - Athletic Track
 - Tennis Court (Court No. 1, 2, 3, 4, 5, 6, 7, 8)
 - Outdoor Basketball Court
 - Mini-Soccer Pitch
 - Lawn Area
 - Golf Practice Cage

** Application of non-SU group would need endorsement by a Sponsor Department, application of SU-group would need endorsement of the Club Advisor.