



**The Hong Kong University of Science and Technology**  
**Dean of Students' Office**  
**Booking of Sports Facilities for Organized Activities by Student Groups**  
**< Flexibility Scheme >**

<b>ACTIVITY TO BE ORGANIZED :</b> (Name of Activity)	
<b>FACILITIES REQUIRED* :</b>	
<i>Name of Facilities:</i>	<i>No. of Court-hours:</i>
<b>NAME OF STUDENT GROUP</b>	<i>User ID:</i>
<i>Person responsible for the booking:</i>	<i>Society Mail Box No.:</i>
<i>Student No.:</i>	<i>E-mail:</i>
<i>Position in the Student Group:</i>	<i>Contact Tel. No.:</i>

<p style="text-align: center;"><b>Notes to Applicants:</b></p> <ul style="list-style-type: none"> <li>• All bookings (with proposal and endorsement of Sponsor Department**, also copy of instructor's certificate if applicable) must be submitted before deadline***.</li> <li>• Bookings may be cancelled with or without advance notice or reason when the management finds it appropriate (such as adverse weather).</li> <li>• Use of the sports facilities is subject to observance of the "Regulations Governing the Use of Sports Facilities".</li> <li>• Please bring this form when using the facilities. Proof of identity may be required.</li> <li>• 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.</li> <li>• Booking cannot be transferred, sublet or used for other purposes.</li> </ul>	<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><b>Remarks:</b></p> <p>(1) Please state court number as appropriate*, turn over for details.</p> <p>(2) Please note no-show penalty.</p> <p>(3) The proposal must be submitted together with this application:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding-right: 5px;"> <p><i>i. For competition:</i></p> <ul style="list-style-type: none"> <li>- Format, fixture &amp; schedule of tournament</li> <li>- No. of participating teams</li> <li>- No. of matches</li> <li>- Layout of venue</li> <li>- Special arrangement requested</li> </ul> </td> <td style="width: 50%; padding-left: 5px;"> <p><i>ii. For Activity:</i></p> <ul style="list-style-type: none"> <li>- Programme &amp; event in DETAIL</li> <li>- Layout of venue</li> <li>- Special arrangement requested</li> </ul> <p><i>iii. For Class:</i></p> <ul style="list-style-type: none"> <li>- Class schedule</li> <li>- Qualification of instructor</li> </ul> </td> </tr> </table>	<p><i>i. For competition:</i></p> <ul style="list-style-type: none"> <li>- Format, fixture &amp; schedule of tournament</li> <li>- No. of participating teams</li> <li>- No. of matches</li> <li>- Layout of venue</li> <li>- Special arrangement requested</li> </ul>	<p><i>ii. For Activity:</i></p> <ul style="list-style-type: none"> <li>- Programme &amp; event in DETAIL</li> <li>- Layout of venue</li> <li>- Special arrangement requested</li> </ul> <p><i>iii. For Class:</i></p> <ul style="list-style-type: none"> <li>- Class schedule</li> <li>- Qualification of instructor</li> </ul>	<p style="text-align: center;">Endorsement of Sponsor Department** (for Non-SU Group ONLY)</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>
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(For Office Use Only)

Date of Receipt of Application _____	Priority (in number) in the Draw _____
Application and Proposal Received by _____	Venue Selection _____ (Date)
Serial Number _____	Offer Declined _____ (Date)

## Useful Notes

- \* **Facilities:** S. H. Ho Sports Hall
- Basketball Court
  - Volleyball Court
  - Handball Court ( Whole / Half )
  - Badminton Court ( Court No. 1 to 6 )
- LG1 Lobby
- Table-Tennis Room (LG1)
- Squash Court ( Court No. 3 to 5 )
- Climbing Wall
- Multi-Purpose Room (LG1027)
- Multi-Purpose Room (LG3002)
- Multi-Purpose Room (LG4204)
- Artificial-turf Soccer Pitch
- Tennis Court ( Court No. 1, 2, A, B & C )
- Outdoor Basketball Court
- Mini-Soccer Pitch
- Lawn Area
- Golf Practice Cage

\*\* ONLY application by non-SU group would need endorsement by a Sponsor Department

\*\*\* Please refer to DSTO Webpage → Resources → Sports Facilities → Booking → Groups → "Advance Bookings of Sports Facilities - Flexibility Scheme" on the website [https://sao.ust.hk/upload/facilities/popup\\_AdvBooking\\_FlexScheme.pdf](https://sao.ust.hk/upload/facilities/popup_AdvBooking_FlexScheme.pdf) for information about the submission deadline.