

# Venue Booking Flow Chart (for recognized student organizations)

## SSA Student Amenities

Meeting Rooms, Conference Room, Common Room, Multi-function Room: 3 days – 2 months advanced booking

BBQ: 3 days – 1 month advanced booking



1. Identify a suitable venue from the [summary](#)
2. Check availability from [Facilities Booking System](#)
3. Use your society/group email to submit the completed [application form](#) to [ssa@ust.hk](mailto:ssa@ust.hk) or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



4. SSA Advisor may contact you for additional information.



5. If SSA approved your booking, you will receive a confirmation email from [stuactivity@ust.hk](mailto:stuactivity@ust.hk).



6. For cancellation/ change, email to [ssa@ust.hk](mailto:ssa@ust.hk).

# Venue Booking Flow Chart (for recognized student organizations)

## SHRLO Student Amenities

Type A: Common Room 4, 5+6, Meeting Room 6

*(3 days – 2 months advanced booking)*



1. Check availability from [Facilities Booking System](#)
2. Use your society/group email to submit the completed application form with proposal and poster to [ssa@ust.hk](mailto:ssa@ust.hk) or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



- 3a. SSA Advisor may contact you for additional information
- 3b. SSA Advisor endorses your application for SHRLO's approval



4. If the booking is approved, you will receive:
  - confirmation by FBS system (for SU & SU affiliated Societies); or
  - confirmation email by SHRLO ([shrloinfo@ust.hk](mailto:shrloinfo@ust.hk)) (for DAGs & Student Projects)



5. For cancellation/ change, please email to [shrloinfo@ust.hk](mailto:shrloinfo@ust.hk) and [ssa@ust.hk](mailto:ssa@ust.hk).

# Venue Booking Flow Chart (for recognized student organizations)

## SHRLO Student Amenities

Type B: UG7 Multi-purpose Hall, GGT Multi-purpose Rm

*(Advance booking period: UG7: 2 – 6 weeks; GGT: 3 days – 2 months)*



1. Use your society/group email to send the activity proposal to [ssa@ust.hk](mailto:ssa@ust.hk)
2. SSA Advisor will check the availability with SHRLO
3. If available, SSA advisor will send you the booking form for completion



4. SSA Advisor endorses your application for SHRLO's approval



5. If the booking is approved, you will receive a confirmation email from SHRLO ([ughvii@ust.hk](mailto:ughvii@ust.hk) or [ggd@ust.hk](mailto:ggd@ust.hk))



6. For cancellation/ change, please reply to the confirmation email.

# Venue Booking Flow Chart (for recognized student organizations)

## Tsang Shiu Tim Art Hall

*3 days – 6 months advanced booking*



1. Read through the [summary](#)
2. Check availability by email to [ssa@ust.hk](mailto:ssa@ust.hk)
3. Use your society/group email to submit the completed [application form](#) to [ssa@ust.hk](mailto:ssa@ust.hk) or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



4. SSA Advisor may contact you for additional information.



5. If SSA approved your booking, you will receive a confirmation email from [stuactivity@ust.hk](mailto:stuactivity@ust.hk).



6. For cancellation/ change, email to [ssa@ust.hk](mailto:ssa@ust.hk).