

Booking Guidelines
for Use of the LG7 Dining Area

Policy

The Campus Services Office has the right and responsibility to manage the use of, and access to, its catering facilities at LG7 to ensure that the University's academic and non-academic activities, the safety of the community and facilities, and the University's reputation are not compromised. This policy outlines appropriate procedures and conditions and/or limitations regarding the use and booking of the LG7 dining area.

Purpose

This policy has been established to ensure that the LG7 dining area ("Venue") is used efficiently and responsibly and in ways consistent with its values and priorities. This policy will ensure that the events do not impact on the normal operations of the LG7 canteen.

Application

1. The LG7 dining area (Annex 1) is under the administration of the Campus services Office (CSO).
2. No charge will be imposed on offices/departments and student societies of HKUST for using the venue.
3. Only events or programs serving the HKUST community and of non-commercial nature will be accepted.
4. Application forms could be downloaded from CSO website and should be submitted to CSO Service Counter at room 1031 together with an event safety proposal (if required) during office hours.
5. A minimum of 7 working days advanced booking is required. Bookings are accepted up to 2 months in advance on a first-come-first-served basis.
6. Confirmation of application will be sent to applicant as soon as possible.
7. Users should notify CSO of cancellation/amendment of booking as early as possible.
8. If food is consumed but not prepared by campus caterers, users are required to provide related information to CSO/HSEO for review and approval.
9. Applicant is required to state the expected number of student and non-student participants. If the activity involves outside participants, the application must include the expected number of outsider participants and the relevant participation fees.

User Regulations

1. Booking cannot be transferred, sublet or used for other purposes. An activity proposal must be submitted with the application form for approval. Activities of commercial nature are strictly prohibited.
2. No promotional materials, such as, table stands and covers, should be displayed in the venue.
3. Special care during the event should be taken to keep the venue in safe, hygienic and clean condition
4. All equipment/ furniture/ facilities cannot be removed from the venue.
5. All equipment/ furniture/ facilities within the venue should be returned to their original positions after the event.
6. Users should clean up and restore the venue to its original state after the event, then remove all their belongings and leave the venue on or before 9:00p.m.
7. Cooking activity (including hotpot activity) and activities that generate excessive noise, such as, singing contests or music performance, are not allowed. Only mini loudspeakers for the purpose speech-making will be accepted.
8. Smoking and consumption of alcoholic drinks of any kind in the venue are not allowed.
9. Users should bring their own garbage bags to collect and separate wastes including organic, plastic, metal, etc. before disposal.
10. For catering events, use of reusable eating utensils are strongly recommended.
11. Should there be any violations of regulations, the CSO may suspend the booking rights of the applicant and related users from 1 to 12 months as deemed appropriate, as well as cancel any approved booking during the banned period. In the event of misuse or abuse, CSO may curtail the activity. Penalty may be levied on no-show.
12. User department or student society will be held liable for any loss and/or damage of equipment/ Furniture/ facilities in the venue during the event period.
13. Illegal activities in CSO facilities are not allowed.

Area and Period available for booking

1. See Annex 1 for area available for booking
2. 3pm to 9 pm daily
3. All bookings will be cancelled when typhoon signal no. 8 or Rainstorm Black Warning signal is hoisted.
4. CSO reserves the right to change the area and period at any time without prior notice.

Area available for booking

