The Hong Kong University of Science and Technology  
Student Affairs Office  
BOOKING OF SPORTS FACILITIES FOR ORGANIZED ACTIVITIES BY GROUPS

**FACILITIES REQUIRED (1):**

| Date: |  |
| Time: |  |

**ORGANIZER (2):**  
User ID:  

| Person responsible for the booking: |  |
| Student / Staff ID No.: |  |
| Department: |  |

| Society Mail Box No.: |  |
| E-mail: |  |
| Contact Tel. No.: |  |

**ACTIVITY TO BE ORGANIZED (3):**

| No. of Participants: | Nature: Training / Competition/ Others _________________ |
|  |  |

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**Notes to Applicants:**

- 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.

**Remarks:**

1. Please state court number as appropriate*, turn over for details.
2. Information of the organizer and the event / program may be released to other University departments for administrative or publicity purposes.
3. To facilitate assessment of the application, the following information must be submitted together with this application:
   - i. For competition:
     - Format, fixture & schedule of tournament
     - No. of participating teams
     - No. of matches
     - Layout of venue
     - Special arrangement requested
   - i. For Activity:
     - Programme & event in DETAIL
     - Layout of venue
     - Special arrangement requested

**Signature of Applicant with Official Chop of Group/Organization**

**Date of Application**

**Endorsement of Sponsor Department (Non-SU Group) or Club Advisor (SU Group)**

Name:

**Signature (with Chop of Department):**

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(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.

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Distribution: Original ➔ Applicant  
Copy ➔ Student Affairs 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
  Room LG1031
  Room LG3002
  LG1 Lobby
  Table-Tennis ( Table No. 1 to 6 )
  Squash Court ( Court No. 3 to 5 )
  Climbing Wall
  Multi-Purpose Room (LG4)
  Artificial-turf Soccer Pitch
  Athletic Track
  Tennis Court ( Court No. 1, 2, 3, 4, 7, 8, A, B, C )
  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.