



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:	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>Signature of Applicant with Official Chop of Group/Organization</p> <p style="text-align: center;">_____</p> <p>Date of Application</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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p><i>i. For competition:</i> -</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 </td> <td style="width: 50%; border: none;"> <p><i>i. For Activity:</i> -</p> <ul style="list-style-type: none"> - Programme & event in DETAIL - Layout of venue - Special arrangement requested </td> </tr> </table>	<p><i>i. For competition:</i> -</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><i>i. For Activity:</i> -</p> <ul style="list-style-type: none"> - Programme & event in DETAIL - Layout of venue - Special arrangement requested 	<p>** Endorsement of Sponsor Department (Non-SU Group) or Club Advisor (SU Group)</p> <p>Name :</p> <p>Signature (with Chop of Department) :</p> <p style="text-align: center;">_____</p>
<p><i>i. For competition:</i> -</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><i>i. For Activity:</i> -</p> <ul style="list-style-type: none"> - Programme & event in DETAIL - Layout of venue - Special arrangement requested 		

(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 → 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.