



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

ACTIVITY TO BE ORGANIZED : (Name of Activity)	
FACILITIES REQUIRED* :	
<i>Name of Facilities:</i>	<i>No. of Court-hours:</i>
NAME OF STUDENT GROUP	<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;">Notes to Applicants:</p> <ul style="list-style-type: none"> • All bookings (with proposal and endorsement of Sponsor Department**, also copy of instructor's certificate if applicable) must be submitted before deadline***. • Bookings may be cancelled with or without advance notice or reason when the management finds it appropriate (such as adverse weather). • 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) 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; vertical-align: top;"> <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%; vertical-align: top;"> <p><i>ii. For Activity:</i></p> <ul style="list-style-type: none"> - Programme & event in DETAIL - Layout of venue - Special arrangement requested <p><i>iii. For Class:</i></p> <ul style="list-style-type: none"> - Class schedule - Qualification of instructor </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>ii. For Activity:</i></p> <ul style="list-style-type: none"> - Programme & event in DETAIL - Layout of venue - Special arrangement requested <p><i>iii. For Class:</i></p> <ul style="list-style-type: none"> - Class schedule - Qualification of instructor 	<p>Endorsement of Sponsor Department** (for Non-SU Group ONLY)</p> <p>Name:</p> <p>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 (LG3002)
 - Multi-Purpose Room (LG4204)
 - Artificial-turf Soccer Pitch
 - Athletic Track
 - 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 the Quick Link "Advance Bookings of Sports Facilities - Flexibility Scheme" on the website https://sao.ust.hk/facilities/popup_AdvBooking_FlexScheme.pdf for information about the submission deadline.