**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)**

<table>
<thead>
<tr>
<th>FACILITIES REQUIRED*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Facilities:</td>
<td>No. of Court-hours:</td>
</tr>
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</tbody>
</table>

### NAME OF STUDENT GROUP

<table>
<thead>
<tr>
<th>Person responsible for the booking:</th>
<th>Society Mail Box No.:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Student No.:</th>
<th>E-mail:</th>
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<tr>
<th>Position in the Student Group:</th>
<th>Contact Tel. No.:</th>
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</tbody>
</table>

### Notes to Applicants:

- 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.

### Remarks:

1. Please state court number as appropriate*, turn over for details.
2. Please note no-show penalty.
3. The proposal must be submitted together with this application:
   - For competition:
     - Format, fixture & schedule of tournament
     - No. of participating teams
     - No. of matches
     - Layout of venue
     - Special arrangement requested
   - For Activity:
     - Programme & event in DETAIL
     - Layout of venue
     - Special arrangement requested
   - For Class:
     - Class schedule
     - Qualification of instructor

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

______________________

Date of Application

______________________

Endorsement of Sponsor Department**  
(for Non-SU Group ONLY)

Name: _______________________

Signature with Chop of Department:

______________________

Remarks:

(1) Please state court number as appropriate*, turn over for details.
(2) Please note no-show penalty.
(3) The proposal must be submitted together with this application:

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<th>ii. For Activity:</th>
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<td>Programme &amp; event</td>
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<tr>
<td>&amp; schedule of</td>
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<tr>
<td>tournament</td>
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<td>Layout of venue</td>
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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  
Offer Declined  

Serial Number  
(Date)  
(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.