

Rules and Procedures Governing Booking of Classroom and Lecture Theater (for Student Groups/ Societies)

Principles

1. Academic activities (e.g. teaching, seminar) have priority in using classrooms and lecture theaters (referred hereafter as rooms). Student groups/ societies should explore the availability of other rooms (i.e. SAO or Library) before booking of classrooms and lecture theaters.
2. As student activities may book SAO Student Amenities with priority, applications for ARR venues (classrooms and lecture theaters) will be considered only if there are no SAO venues available. Bookings of ARR venues must be referred by SAO. Please enclose the activity proposal for SAO's recommendation.
3. Bookings will be accepted only for activities which do not conflict with HKUST's objectives and interests.
4. Bookings will be accepted from student groups or organising committees either recognised by the SAO or affiliated with the Students' Union (referred hereafter as student bodies), not from individual students.
5. Prior endorsement has to be obtained from the SAO for booking of rooms for activities that involve:
 - a. outside participants;
 - b. collection of fees or charges;
 - c. use of Lecture Theater;
 - d. playing of musical instruments, singing or drama;
 - e. screening of video, film, computer software etc;
6. Booking of rooms for use across terms or during the Examination Period and Add/Drop Period will not be accepted.
7. Booking of rooms on Sunday and public holidays will normally not be accepted.
8. Booking requests will not be processed during the Class Add/Drop Period.

Booking Rules

9. Bookings should be made one to four weeks before the activity or function.
10. Student body may request for a maximum of two rooms with each booking form.
11. Each student body may request for a maximum of four rooms in each calendar week.
12. Each student body may submit a maximum of two booking forms within each calendar week.
13. For regular bookings (e.g. booking a room for a particular weekday over a period of time), each booking form may list the time of use up to a maximum period of one month. A new application should be submitted in the appropriate time to cover further bookings, if any.

Confirmation of Room Booking

14. Upon receipt of the Booking Form, ARR will assign a reference number to the booking request, and notify the application result via email.

Subsequent Changes After Confirmation of Booking

15. After a room has been allocated, subject to ARR's approval, student body can apply once for a change of room to ARR direct at roombook@ust.hk. Reference number must be quoted in the amendment request. ARR will confirm the booking again.
16. If the student body no longer needs the room, cancellation of booking should be made to ARR via email as soon as possible.
17. Confirmed bookings may have to be cancelled at short notice by ARR if the room concerned is needed by the University or a member of the teaching staff for official or academic activities. In such circumstances, every effort will be made to find a suitable alternative, if one is available.

Use of Furniture and Equipment

18. The student body should be responsible for any loss or damage to the equipment and furniture of the rooms arising from their activity. They should advise FMO to have the doors locked immediately if the activity finishes early.
19. Students should ensure that the room remains in good condition for the next user (i.e. furniture and equipment are returned to original position, etc.).
20. The following will affect acceptance of subsequent booking requests:
 - a) removal of furniture and/or equipment from the room without prior permission;
 - b) failure to place all furniture in the original position at the end of the function or activity;
 - c) any alteration to the environmental setting of the room causing inconvenience or problems to the next room user;
 - d) damage done to furniture, equipment or fittings; and
 - e) failure to report any faults found on the equipment or room fittings.

Application Method

- a) As student activities may book SAO Student Amenities with priority, applications for ARR venues will be considered only if there are no SAO venues available. You must select the suitable SAO venue(s) below with a check (✓) in the appropriate box(es) and attach a proposal. A blank reply will not be accepted.

If a suitable venue is available, SAO will contact you soon as possible. If SAO venues cannot be arranged, your application will be sent to ARR for consideration. ARR will inform you of the application result directly within 1 month of the booking date. .

If you wish to cancel or change your ARR booking after the booking is confirmed, you should inform ARR. Your application might be transferred back to SAO if Student Amenities venues are available.

Choose suitable SAO Venues below		Equivalent ARR Venues
<input type="checkbox"/>	Tsang Shiu Tim Art Hall / Student Common Rooms 1-3	LT over 200 seats (LT A – D, LT J)
<input type="checkbox"/>	Student Common Rooms 1 -3/ Seafront Student Common Rooms 5-6/ LG5 Conference Room (up to 100 seats)	LT up to 200 seats (LT E – H, LT K, LSKG012)
<input type="checkbox"/>	Student Common Room 3/ Seafront Common Room 4/ LG5 Conference Room	Classroom over 70 seats
<input type="checkbox"/>	Common Room 7/ LG5 Conference Room	Classroom up to 70 seats
<input type="checkbox"/>	Meeting Room 1, 2, 4 and 6	Classroom up to 30 seats
<input type="checkbox"/>	Creativity Room / Meeting Room 3 and 7	Classroom up to 24 seats

- b) Alternative dates for the booking: _____
 No alternative dates.
- c) Activity proposal attached.
 Special reasons for classroom/ LT: _____
- d) Submit your completed application form to Student Service Counter at G/F Piazza near Lift 4.

(Note: ARR will not accept any application forms submitted to their office.)

-----**For SAO Use**-----

- SAO venues are not suitable or available on the requested/ alternative dates.
 Not suitable for ARR venues. SAO venues only.

Signature: _____ Office Chop: _____

Name: _____ Date: _____