The Hong Kong University of Science and Technology
The Band Society, HKUSTSU/
Student Affairs Office

Application for Band Room User Card
(Please submit the completed application form to LG3 Amenities Service Counter)

<table>
<thead>
<tr>
<th>Name</th>
<th>(English)</th>
<th>(Chinese)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID No. / Staff ID No.</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Contact Tel</td>
<td>E-mail (1)</td>
<td></td>
</tr>
<tr>
<td>Graduation year (UG Student Only)</td>
<td>E-mail (2)</td>
<td></td>
</tr>
<tr>
<td>Relationship with Band Society</td>
<td>Full-Member</td>
<td>Member</td>
</tr>
<tr>
<td>Previous Relevant Experience</td>
<td>Please submit a photocopy of relevant document</td>
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</tbody>
</table>

# Full-member of Band Society is not required
— Card holders are allowed to book/use the Band Room for 1 hr / day.
— Staff/family members cannot book in advance.

I understand and accept:
— the rules and conditions governing the use of Band Room.
— user will be held responsible for any loss or damage to the facilities.

( Signature ) ( Date )

# Remarks: Please submit one photocopy of relevant document (except Full-Member of Band Society), HKUST ID card and this application form to the Band Society, HKUSTSU via internal mail to SU mail box #75.

Collection of the User Card:
The applicants will be notified by email when the card is ready for collection. If the User card is not collected within one year after the notice is sent, the card will be disposed of by the SAO. A charge of HK$100 will be levied when the applicant submits an application again in the future.

OFFICIAL USE ONLY

☐ Band Room Training Course completed successfully
☐ Proof of previous experience accepted
☐ Others: _________________________________________________________________

This application is *accepted / not accepted.

( Authorized Signature with Society Official Chop ) ( Date )

Card No.
Date of Issue
Expiry Date of Band Room User Card
Remarks

* Please delete as appropriate
鼓房使用規則

1. 進入鼓房者必須出示有效的鼓房證及學生/教職員證，每張鼓房證只供登記持卡人使用。
2. 每人每天可用鼓房最多1小時。
3. 教職員/家屬不能預訂。如無人預訂及無人正在使用，又或預訂場者逾時10分鐘仍未到場時，便可登記使用鼓房。
4. 其他持有有效科大證件之人士，必須由鼓房證持有人陪同，方可使用鼓房。
5. 每張鼓房證之有效期為：
   a. 本科生：畢業年度8月31日
   b. 研究生：學生證到期日
   c. 教職員：本學年之8月31日
6. 申請者必須曾參與The Band Society所舉辦之鼓房課程方能申請鼓房證。
7. The Band Society可優先借用鼓房。
8. 使用者須負責任何鼓房設施之遺失或損壞。

Regulations of Using Band Room

1. User must present User Card and Student/Staff ID Card for use of the Band Room. The User Card is for the use of the registered card holder only.
2. Each user may book/use the Band Room at most one hour per day.
3. Staff/family members cannot book in advance. They can walk-in and sign to use the room if not reserved and used, or 10 minutes after the user has failed to show up.
4. Other users with valid HKUST ID Card must be accompanied by a Band Room User Card holder when using the Band Room.
5. Each User Card will be valid as follows:
   a. UG Student: until 31 August of Graduation Year
   b. PG Student: until expiry date of Student ID Card
   c. Staff: until 31 August of current academic year
6. Applicants must have attended a training course of using Band Room before a User Card is issued to them.
7. The Band Society has the priority above others in using the Band Room.
8. User will be held responsible for any loss or damage to the facilities.