**Booking arrangements of the Creativity Room:**

a) Organized educational activities (e.g. classes and workshops) related to creativity and arts – booking accepted up to 2 months in advance. Maximum of 16 hours for each activity.

b) Other student activities - booking accepted up to 1 month in advance. Maximum of 8 hours for each activity.

c) Creativity Room cannot be used for preparing posters, banners and props etc.

d) Application form together with activity proposal should be submitted to LG3 Amenities Service Counter at least 5 working days in advance and no earlier than the appropriate application period as set out in (a) and (b) above.
Creativity Room Booking Form

Date(s) of Use: ____________________________ Time: ________________ - ________________
Name of Applicant: ____________________________ (ID # ___________)
Name of Student Group: ____________________________ User ID: ___________
Position in Student Group: ____________________________ Contact Tel: ___________ Email: ___________
Name and Nature of Activity (proposal and rundown of activity is required): ____________________________________________________________________________

Any fee charged? ☐ No ☐ Yes (UST students $ ______ Other students $ ______ Non-students $ ______)
No. of Participants: _____________________________________________________________________________

Any outside participants: ☐ No ☐ Yes (No. of outside participants expected ____________________________)
☐ Equipment in the venue to be used: ____________________________________________________________________________
(The equipment may not be available or may require booking, please consult counter staff)

I understand and accept the rules and conditions governing the use of student amenities and note that:
1. Pirated software is not allowed as it is a criminal offence.
2. All equipment cannot be removed from the venue.
3. Users may be held responsible for any loss and damage to the facilities. Penalty may be levied on no-show or irresponsible use of the venues and equipment, which may include a ban on booking for 1 to 3 months as well as cancellation of any approved booking during the banned period.
4. Consumption of food / drink is normally not allowed.
5. Do not use your own spot lights or other electrical equipment that might cause safety hazards.
☐ An activity proposal is attached. (Incomplete application without activity proposal will not be processed.)
☐ We know that DSTO Band Equipment cannot be loaned for use in Common Room 5+6.

__________________________________________________________________________

For Office Use

Signature and Society chop

Date

Endorsement by Sponsor Department
(for Non-SU Group ONLY)

To Applicant:

This is to confirm that this application is __________ accepted

________ not accepted Reason __________________________________________________________________

Authorized Signature

Date

C-FORM/A/2.a.5/01.2019