The Hong Kong University of Science and Technology

STUDENT AMENITIES

Creativity Room Booking Form

** Information of the booking and the contact person may be released to other University Departments for administrative or publicity purposes. **

(Please submit the completed application form to LG3 Amenities Service Counter)

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.

__________________________________________

Signature and Society chop

For Office Use

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 __________
**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.