User Guidelines for Promotion Counters A to C at LG5 Student Amenities

1. Bookings are accepted at LG3 Amenities Service Counter during office hours up to 8 weeks in advance on a first-come-first-served basis.

2. Each booking is up to 6 days (Sunday to Friday). Bookings for consecutive weeks will not be accepted in any booking application more than 7 days in advance.

3. To book for a consecutive week, application can be submitted no earlier than 7 days in advance. Limit of 1 week only in each application.

4. Users must bring their approved booking form to the promotion counter for checking by attendants.

5. Promotion counters are for promotion of student events and activities.

6. Commercial activities of any nature are not allowed.

7. Bookings of promotion counters are non-transferable.

8. User must cancel the booking with LG3 Amenities Service Counter if the promotion counter will not be used.

9. No food or drinks are allowed at the promotion counters.

10. Do not soil or damage the promotion counters. User will be held for any damage to the counters.

11. Do not move the promotion counters.

12. Clean up the promotion counter properly before you leave.

13. Users will be held responsible for any misuse or damage, which may lead to suspension of booking privilege or cancellation of bookings.

Student Support and Activities Team
Dean of Students’ Office
The Hong Kong University of Science and Technology
STUDENT AMENITIES
LG5 Promotion Counter
Booking Form

Mail Box: __________

** 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)

Promotion Counter No.: (LG5 Student Amenities)  A / B / C

Dates of Use: ____________ to ____________ (Up to 6 days from Sunday to Friday)

Name of Applicant: ___________________________ (ID # )

Name of Student Group: ___________________________ User ID: ____________

Position in Student Group: ___________________________ Contact Tel: ____________ Email: ____________

Purpose of Promotion: ____________________________________________

Name and Nature of Activity for Promotion: ____________________________

Is any outside organization involved in the activity to be promoted? ☐ No ☐ Yes (Name: ____________)

I understand and accept the rules and conditions governing the use of student amenities and note that:

1. Penalty will be levied on users who do not observe the user guidelines or who show any irresponsible use of the promotion counters. Penalty may include a ban on booking of promotion counters for 1 to 3 months as well as cancellation of any approved booking during the banned period.

2. Counter bookings are non-transferable.

3. User should cancel the booking with LG3 ASC if the counter will not be used.

__________________________  ____________________________
Signature and Society chop  Date

For Office Use

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

To Applicant:

This is to confirm that this application is

_____ accepted

Remarks: ____________________________

_____ not accepted  Reason ____________________________

__________________________  ____________________________
Authorized Signature  Date