**STUDENT AMENITIES**  
Room Booking Form

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

Name of Room: ____________________________________________

Date 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:

- ☐ Bilingual activity poster/ leaflet/promotion publicity for all-student activities is attached. (Please submit the poster a week before the event)
- ☐ Activity rundown and proposal is attached. (Incomplete application without activity proposal will not be processed.)
- Any fee charged? ☐ No ☐ Yes (UST students $_______ Other students $_______ Non-students $_______)
- No. of Participants: _______ Any outside participants: ☐ No ☐ Yes (No. of outside participants expected _______)
- Is there any co-organizer / sponsor? ☐ No ☐ Yes (Name: ___________________________)
- ☐ Built-in audio visual equipment will be used. (LG4/ UG Hall 6 Student Common Rooms/ LG5 Conference Room)
- Student societies may book LG5 Meeting Rooms up to 1 month in advance and Conference Room up to 2 months in advance, and may borrow the key or access card for using the room after opening hours.

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.
6. The setting and seating arrangement of LG5 Conference Room cannot be changed.
7. Booking cannot be transferred, sublet or used for other purposes. An activity proposal must be submitted with the application form for approval.
8. We should not provide alcoholic drinks or allow them to be brought into and/or consumed at the facilities.

______________________________
Signature and Society chop

For Office Use

Date

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

To: Applicant:

This is to confirm that this application is accepted for users who continue to use the room after opening hour, the key/access card is collectable on the day of use from the duty Amenities Assistant as indicated below. The key/ access card should be returned to the Drop-off Box after use.

☐ at the Amenities Service Counter, LG5: 7:00 pm - 7:45 pm (Mon - Fri), and 3:45 pm - 4:15 pm (Sat, Sun and Public Holiday).

☐ at the Amenities Service Counter, LG3 / LG4: 8:15 pm - 8:45 pm.

Remarks: ________________________________________________________________

SAO reserves the right to change or cancel a booking if the venue is required for university-wide event. In the event of misuse or abuse, SAO may curtail the activity or refuse the user’s applications in future.
A. User Guidelines for Student Amenities Facilities

1. Do not soil or damage the stage and other furniture in the venue.

2. Cooking activity is not allowed in the Student Amenities facilities.

3. Alcoholic drinks of any kind are not allowed to be brought into and/or consumed at Student Amenities Facilities.

4. You should bring your own garbage bags for collecting all your garbage. If you need extra recycling stand and clear bags for separating recyclable, please contact FMO Housekeeping at eokkho@ust.hk one week before the event.

5. Clean up and reinstate the venue properly before you leave.

6. You MUST clean up the venue and remove all your items and leave before 12 midnight.

8. You MUST return the key / access card to the dropbox at LG4 or LG5 before 9 am the next day, otherwise, a lock replacement charge will be levied.

9. If you do not observe user guidelines or show any irresponsible use of the venue, you will not be allowed to book ASC venues/equipment.

B. Additional note for using Common Room 5+6 in Hall 6

1. Present your APPROVED booking confirmation to UG Hall VI Office if moving heavy items to the Common Room entrance via the lift lobby is needed.

   Please note that the entrance will be opened before and after the event once only. Additional request will be rejected.

   a) Pre-event set-up
   - The entrance will be opened once upon your request to the UG Hall VI Office.

   b) Removal after event
   - The entrance will be opened once upon your request to UG Hall VI Office.

   - Request must be made to UG Hall VI Office BEFORE 10:30 p.m. with the APPROVED booking confirmation.

Student Support and Activities Team
Student Affairs Office