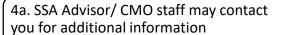
CMO - Communal Area

e.g. Atrium, Counter, Banner Space

(3 days – 8 weeks advanced booking)



- 2. Check availability from Booking System
- 3. Use your society/group email to submit booking application and upload the followings:
 - Activity proposal
 - For banner space: design of banner
 - For >1 counter space: floor plan



- 4b. SSA Advisor endorses your application for CMO's approval
- 5. If the booking is approved, you will receive a confirmation generated by the system (noreply@ust.hk).
- 6. For furniture & equipment loan: Submit equipment loan form to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700).
- 7. For cancellation/ change, call CMO at 2358 6443 during office hours to cancel, and submit a new booking.

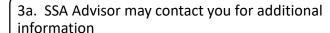
ARO

e.g. Classroom, Lecture Theater

(1-4 weeks advanced booking)



- 1. Study Rules and Procedure on P.2 of the booking form
- 2. Use your society/group email to submit the application form with proposal and poster to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



3b. SSA Advisor endorses your application for ARO's approval



4. If the booking is approved, you will receive a confirmation sent by roombook@ust.hk.



5a. Loan of wireless mic: Contact ITSC Service Desk

5b. Book reception/counter outside LT: refer to CMO - Communal Area Booking

6. For cancellation/ change, email to roombook@ust.hk and ssa@ust.hk.

SSA Student Amenities

Meeting Rooms, Conference Room, Common Room, Multi-function Room: 3 days – 2 months advanced booking

BBQ: 3 days – 1 month advanced booking



- 1. Identify a suitable venue from the summary
- 2. Check availability from Facilities Booking System
- 3. Use your society/group email to submit the completed <u>application form</u> to <u>ssa@ust.hk</u> or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



4. SSA Advisor may contact you for additional information.



5. If SSA approved your booking, you will receive a confirmation email from stuactivity@ust.hk.



6. For cancellation/ change, email to ssa@ust.hk.

Shaw Auditorium (SAU)



- 1. Read SAU Terms and Conditions of Use
- 2. Use your society/group email to send the activity proposal to ssa@ust.hk
- 3. SSA Advisor will check the availability with SAU
- 4. If available, SSA advisor will send you the booking form for completion



- 5a. SSA Advisor may contact you for additional information
- 5b. SSA Advisor endorses your application for SAU's approval



6. If the booking is approved, you will receive a confirmation email from SAU.



- 7a. For cancellation/ change, email to enquirysau@ust.hk and ssa@ust.hk.
- 7b. Technical meeting with SAU for venue set-up, costs would apply (e.g., technical support, set-up, ushers).

SHRLO Student Amenities

Type A: Common Room 4, 5+6, Meeting Room 6

(3 days – 2 months advanced booking)



- 1. Check availability from Facilities Booking System
- 2. Use your society/group email to submit the completed application form with proposal and poster to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



- 3a. SSA Advisor may contact you for additional information
- 3b. SSA Advisor endorses your application for SHRLO's approval



- 4. If the booking is approved, you will receive:
- confirmation by FBS system (for SU & SU affiliated Societies); $\ensuremath{\text{or}}$
- confirmation email by SHRLO (shrloinfo@ust.hk) (for DAGs & Student Projects)



5. For cancellation/ change, please email to shrloinfo@ust.hk and ssa@ust.hk.

SHRLO Student Amenities

Type B: UG7 Multi-purpose Hall, GGT Multi-purpose Rm

(Advance booking period: UG7: 2 – 6 weeks; GGT: 3 days – 2 months)



- 1. Use your society/group email to send the activity proposal to ssa@ust.hk
- 2. SSA Advisor will check the availability with SHRLO
- 3. If available, SSA advisor will send you the booking form for completion



4. SSA Advisor endorses your application for SHRLO's approval



5. If the booking is approved, you will receive a confirmation email from SHRLO (ughvii@ust.hk or ggt@ust.hk)



6. For cancellation/ change, please reply to the confirmation email.

Tsang Shiu Tim Art Hall

3 days – 6 months advanced booking



- 1. Read through the summary
- 2. Check availability by email to ssa@ust.hk
- 3. Use your society/group email to submit the completed application form to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



4. SSA Advisor may contact you for additional information.



5. If SSA approved your booking, you will receive a confirmation email from stuactivity@ust.hk.



6. For cancellation/ change, email to ssa@ust.hk.