The Hong Kong University of Science and Technology  
Dean of Students’ Office  
BOOKING OF SPORTS FACILITIES FOR ORGANIZED ACTIVITIES BY GROUPS

FACILITIES REQUIRED (1):

<table>
<thead>
<tr>
<th>Date:</th>
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<tr>
<td>Time:</td>
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ORGANIZER (2):

<table>
<thead>
<tr>
<th>Person responsible for the booking:</th>
<th>User ID:</th>
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<tbody>
<tr>
<td>Society Mail Box No.:</td>
<td></td>
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<td>E-mail:</td>
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Student / Staff ID No.:  
Department:  
Contact Tel. No.:  

ACTIVITY TO BE ORGANIZED (3):

| No. of Participants: | Nature: Training / Competition/ Others _________________ |

Notes to Applicants:

- All bookings must be made 1 month in advance.  
- Bookings may be cancelled with or without advance notice or reason when the management finds it appropriate.  
- Use of the sports facilities is subject to observance of the "Regulations Governing the Use of Sports Facilities".  
- Please bring this form when using the facilities. Proof of identity may be required.  
- Penalty will be levied on any irresponsible use of the venues and equipment, which may include a ban on booking as well as cancellation of any approved booking during the banned period.  
- Booking cannot be transferred, sublet or used for other purposes.

Remarks:

(1) Please state court number as appropriate*, turn over for details.  
(2) Information of the organizer and the event / program may be released to other University departments for administrative or publicity purposes.  
(3) To facilitate assessment of the application, the following information must be submitted together with this application:

i. For competition:
   - Format, fixture & schedule of tournament  
   - No. of participating teams  
   - No. of matches  
   - Layout of venue  
   - Special arrangement requested

ii. For activity:
   - Programme & event in DETAIL  
   - Layout of venue  
   - Special arrangement requested

iii. For class/structural workshop:
   - Copy of instructor certificate from related National Sports Association in Hong Kong. With reference to LCSD, we accept certificate from PFAHK or HKCBFA only for Fitness  
   - Certification of qualified P.E. teacher in Hong Kong

(For Office Use Only)

To: Applicant  
This is to confirm that this application is  
( ) approved  
( ) unsuccessful because: the facilities have been booked for the period you request.  
the date & time requested are not clearly specified.  
the use of facilities is not clearly specified.  
the facilities are closed for maintenance programme.  
the fixture of the Tournament is not attached.

Signature of Applicant with Official Chop of Group/Organization

Signature (with Chop of Department):

Endorsement of Sponsor Department (Non-SU Group) or Club Advisor (SU Group):

Notes:

** Endorsement of Sponsor Department (Non-SU Group) or Club Advisor (SU Group) **
Useful Notes

* Facilities:

S. H. Ho Sports Hall
— Basketball Court
— Volleyball Court
— Handball Court (Whole / Half)
— Badminton Court (Court No. 1 to 6)
Room LG1027
Room LG1031
Room LG3002
LG1 Lobby
Table-Tennis (Table No. 1 to 6)
Squash Court (Court No. 3 to 5)
Climbing Wall
Multi-Purpose Room (LG4)
Artificial-turf Soccer Pitch
Athletic Track
Tennis Court (Court No. 1, 2, 3, 4, 7, 8, A, B, C)
Outdoor Basketball Court
Mini-Soccer Pitch
Lawn Area
Golf Practice Cage

** Application of non-SU group would need endorsement by a Sponsor Department, application of SU-group would need endorsement of the Club Advisor.