# 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>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
</tr>
</tbody>
</table>

### ORGANIZER (2):

| User ID: |
| Person responsible for the booking: |
| Society Mail Box No.: |
| Student / Staff ID No.: |
| E-mail: |
| Department: |
| Contact Tel. No.: |

### ACTIVITY TO BE ORGANIZED (3):

<table>
<thead>
<tr>
<th>No. of Participants:</th>
<th>Nature: Training / Competition/ Others</th>
<th>Signature of Applicant with Official Chop of Group/Organization</th>
</tr>
</thead>
</table>

### 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; certificate from HKASA, STAHK, or HKSCA for Swimming.
     - Certification of qualified P.E. teacher in Hong Kong

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**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.

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**Distribution:**

Original ➔ Applicant

Copy ➔ Dean of Students’ Office

Authorized Signature

Date
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.