

**The Hong Kong University of Science and Technology**  
**Student Amenities, Dean of Students' Office**  
**Application for Mail Box / Storage Cabinet by Student Organization**

- Any group of students of the University recognized by the University who intends to organize extra-curricular activities may apply for allocation of mail box and storage cabinet under the student amenities.
- Completed application form should be returned to the LG3 Student Support & Activities Counter of the Dean of Students' Office.
- The Dean of Students' Office reserves the right to grant and withdraw the right of use of the facilities at any time.

1. Name of Student Organization: \_\_\_\_\_

2. Status of the Student Organization:  Organizing Committee  
 Registered with HKUST  
 Registered with the HKUSTSU  
 Others (pls specify): \_\_\_\_\_

3. Name of Chairperson: \_\_\_\_\_ (Student ID: \_\_\_\_\_ )

4. Particular of 2 other students involved in this application:

<u>Name</u>	<u>Student No.</u>	<u>Mobile No.</u>	<u>Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____

5. Facility applied for:  Mail Box                       Storage Cabinet

6. Period of Use: From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson

\_\_\_\_\_  
Date

**For Office Use**

<u>Facility Approved</u>	<u>No.</u>	<u>Received by</u>	<u>Student No.</u>
<input type="checkbox"/> Mail Box	_____	_____	_____
<input type="checkbox"/> Storage Cabinet	_____	_____	_____

Remarks: \_\_\_\_\_