



The Hong Kong University of Science and Technology
Dean of Students' Office

Application for Guzheng/ Yangqin/ Cello User Card

(Please email the application form with supporting documents to ssa@ust.hk using your ITSC email.)

Name	(English)	(Chinese)
Student / Staff ID No.		Department
Contact Tel		Email
Relevant Experience (e.g. played guzheng for 1 year, learning yangqin):		
Attach the following supporting documents: <i>(Check the box as appropriate)</i>		
<input type="checkbox"/> a valid Student/Staff ID copy, and		
<input type="checkbox"/> a certificate / a learning course receipt (show you are a learner/player of the instrument mentioned above), or		
<input type="checkbox"/> a video link of you playing the instrument (with your face clearly shown for identity verification).		

Regulations for Using Guzheng/ Yangqin/ Cello

1. The instruments should be used in Music Room 3 only and should not be moved out without prior permission. Therefore, please reserve Music Room 3 for using the instruments.
2. Users must present their User Card and Student/Staff ID Card. The User Card is for the use of the registered card holder only. This policy is in place to reduce the risk of unintended damage to the valuable instruments and to enhance accessibility for university students and staff who are learning or playing these instruments.
3. Each user is allowed to book and use the instruments for a maximum of one hour per day. Cancellation can be made in advance by email to ssa@ust.hk or at LG3 Counter in advance.
4. Periodic checks will be conducted to ensure that users are attending their appointments. If a user is identified as having missed more than one appointment within a week, they will receive a warning and their booking right may be suspended for a certain period.
5. Staff members cannot book in advance but can walk-in and sign up to use the room if it is not reserved or 10 minutes after the user has failed to show up.
6. The User Card expires with the student's ID card for students and with employment at HKUST for staff.
7. The student societies and groups may reserve the instruments for practice/ performance, please email to ssa@ust.hk with details for permission.
8. Users will be held responsible for any loss or damage to the facilities that occurs during their use.

I fully understand and will comply with the above regulations governing the use of Guzheng / Yangqin / Cello *.

_____ (Signature)

_____ (Date)

Note: With a completed application and sufficient proof, the processing time is **one week**. Applicants will receive an email notification when their card is ready for collection.

OFFICIAL USE ONLY

This application is accepted / not accepted *.			
Remarks:		_____ (Authorized Signature)	_____ (Date)
Card No.		Date of Issue	Expiry Date

* Delete as appropriate