

A. User Guidelines for Common Room 4, 5+6 and Meeting Room 6

1. Do not soil or damage the stage and other furniture in the venue.
2. Cooking activity is not allowed.
3. Alcoholic drinks of any kind are not allowed to be brought into and/or consumed at Student Amenities Facilities.
4. You should bring your own garbage bags for collecting all your garbage. If you need extra recycling stand and clear bags for separating recyclable, please contact CMO Housekeeping at eokkho@ust.hk one week before the event.
5. Clean up and reinstate the venue properly before you leave.
6. You MUST clean up the venue and remove all your items and leave before 12 midnight.
8. You MUST return the key to respective Hall Office immediately after use. Otherwise, a lock replacement charge will be levied.
9. If you do not observe user guidelines or show any irresponsible use of the venue, you will not be allowed to book DSTO venues/equipment.

B. Additional note for using Common Room 5+6 in Hall 6

1. Present your APPROVED booking confirmation to UG Hall VI Office if moving heavy items to the Common Room entrance via the lift lobby is needed.

Please note that the entrance will be opened before and after the event once only. Additional request will be rejected.

a) Pre-event set-up

-The entrance will be opened once upon your request to the UG Hall VI Office.

b) Removal after event

-The entrance will be opened once upon your request to UG Hall VI Office.

-Request must be made to UG Hall VI Office BEFORE 10:30 p.m. with the APPROVED booking confirmation.



The Hong Kong University of Science and Technology
STUDENT HOUSING AND RESIDENTIAL LIFE OFFICE

Booking Form

Common Room 4, 5+6 and Meeting Room 6 & Equipment

Ref: _____

Mail Box: _____

** Information of the booking and the contact person may be released to other University Departments for administrative or publicity purposes. **

**delete as appropriate*

Name of Room: Common Room 4/ Common Room 5+6/ Meeting Room 6*

Equipment: Built-in audio visual equipment in Common Room (2 wireless mics/ projector & projection screen)*
 _____ Tables _____ Chairs _____ mobile stages, use in _____
 Band equipment (Electric drum/ Keyboard and amplifier/ Guitar amplifier/ Bass amplifier)*
 Band Group Name: _____

Date of Use: _____ () Time: _____ - _____

Name of Applicant: _____ (ID # _____)

Name of Student Group: _____ User ID: _____

Position in Student Group: _____ Contact Tel: _____ Email: _____

Name and Nature of Activity : _____

- Bilingual activity poster/ leaflet/promotion publicity for all-student activities is attached. (Please submit the poster a week before the event)
- Activity rundown and proposal is attached. (Incomplete application without activity proposal will not be processed.)
- Any fee charged? No Yes (UST students \$ _____ Other students \$ _____ Non-students \$ _____)
- No. of Participants: _____ Any outside participants: No Yes (No. of outside participants expected _____)
- Is there any co-organizer / sponsor? No Yes (Name: _____)
- Student societies may borrow the key or access card for using the room after opening hours.

I understand and accept the rules and conditions governing the use of student amenities and note that:

1. Booking cannot be transferred, sublet or used for other purposes. An activity proposal must be submitted with the application form for approval.
2. Consumption of food / drink is not allowed without prior approval.
3. We should not provide alcoholic drinks or allow them to be brought into and/or consumed at the facilities.
4. All equipment cannot be removed from the venue.
5. Users may be held responsible for any loss and damage to the facilities. Penalty may be levied on no-show or irresponsible use of the venues and equipment, which may include a ban on booking for 1 to 3 months as well as cancellation of any approved booking during the banned period.
6. Pirated software is not allowed as it is a criminal offence.

Endorsement by Sponsor Department (for Non-SU Group ONLY)

Signature and Society chop

Date

To Applicant:

This is to confirm that this application is approved# rejected not available
 Built-in audio visual equipment (2 wireless mics/ projector & projection screen)* approved rejected
 _____ Tables _____ Chairs _____ mobile stage, use in _____ approved rejected
 Band equipment (electric drum/ keyboard and amplifier/ guitar amplifier/ bass amplifier)* approved rejected
 #For check-in before event and return of keys and/or equipment immediately after use, ring the bell at the respective hall to contact the hall attendant.

DSTO reserves the right to change or cancel a booking if the venue is required for university-wide event. In the event of misuse or abuse, DSTO may curtail the activity or refuse the user's applications in future

Checked by SSA & Date

Authorized SHRLO Signature & Chop

Date