

Notes

1. For storage compartments in Store Rooms 2, 4 & LG5 Corridor, seven-day advance notice will be sent to the society's email account before the due date, reminding the students to clear their properties kept in the storage compartment on time.

For storage compartments in Workshop (7-day usage), reminding notice will be sent to the society on the due day, asking the students to clear their properties kept in the storage compartment no later than the following day.

2. On the first day after the due date, the Management will at its discretion, unlock the storage compartment, and dispose of the properties kept inside. The Management will not be held responsible for any damage or loss hence caused.

3. Reclamation can be made within the first 3 days after the due date; the right to reclaim properties will be forfeited from the fourth day onwards.

Please note that it is the responsibility of the student societies to clear the properties in the storage compartment on time. Your cooperation and understanding is much appreciated to help us and to avoid the next users from being affected in the use of the facility. Feel free to contact our duty amenities assistant at the LG5 Amenities Service counter for assistance and queries.

Thank you for your cooperation in advance.

Dean of Students' Office

Ref: SR / _____



The Hong Kong University of Science and Technology
STUDENT AMENITIES
士多房儲物設施申請表

Storage Compartment Application Form

Mail Box: _____

Name of Student Group: _____

Name of Applicant: _____ (ID # _____)

Contact Tel: _____ E-mail: _____

Description of materials to be stored: _____

Storage compartment(s) no. _____ in Store Room _____ / LG5 Corridor

Period of Storage: _____ To _____

I understand and accept the rules and regulations governing use of the storage facilities.

Signature & Society Chop

Date

For Office Use

To Applicant:

This is to confirm that this application is

_____ accepted. Storage compartment no. _____ in store room no. _____ /

LG5 Corridor will be reserved for use by you / your society for the period

_____ to _____.

_____ not accepted because _____

Authorized Signature

Date

* You are required to bring your own padlock for storage purpose.