

Venue Booking Flow Chart

(for recognized student organizations)

CMO - Communal Area

e.g. Atrium, Counter, Banner Space
(3 days – 8 weeks advanced booking)

1. Study [General Rules & Regulations](#)
2. Check availability from [Booking System](#)
3. Use your society/group email to submit booking application and upload the followings:
 - Activity proposal
 - For banner space: design of banner
 - For >1 counter space: floor plan

- 4a. SSA Advisor/ CMO staff may contact you for additional information
- 4b. SSA Advisor endorses your application for CMO's approval

5. If the booking is approved, you will receive a confirmation generated by the system (noreply@ust.hk).

6. For furniture & equipment loan: Submit [equipment loan form](#) to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700).

7. For cancellation/ change, call CMO at 2358 6443 during office hours to cancel, and submit a new booking.

ARO

e.g. Classroom, Lecture Theater
(1-4 weeks advanced booking)

1. Study Rules and Procedure on P.2 of the [booking form](#)
2. Use your society/group email to submit the application form with proposal and poster to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)

- 3a. SSA Advisor may contact you for additional information
- 3b. SSA Advisor endorses your application for ARO's approval

4. If the booking is approved, you will receive a confirmation sent by roombook@ust.hk.

- 5a. Loan of wireless mic: Contact [ITSC Service Desk](#)
- 5b. Book reception/counter outside LT: refer to [CMO - Communal Area Booking](#)

6. For cancellation/ change, email to roombook@ust.hk and ssa@ust.hk.

Venue Booking Flow Chart

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SSA Student Amenities

Meeting Rooms, Conference Room, Common Room,
Multi-function Room: 3 days – 2 months advanced
booking

BBQ: 3 days – 1 month advanced booking

1. Identify a suitable venue from the [summary](#)
2. Check availability from [Facilities Booking System](#)
3. Use your society/group email to submit the completed [application form](#) to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)

4. SSA Advisor may contact you for additional information.

5. If SSA approved your booking, you will receive a confirmation email from stuactivity@ust.hk.

6. For cancellation/ change, email to ssa@ust.hk.

Shaw Auditorium (SAU)

1. Read SAU [Terms and Conditions of Use](#)
2. Use your society/group email to send the activity proposal to ssa@ust.hk
3. SSA Advisor will check the availability with SAU
4. If available, SSA advisor will send you the booking form for completion

- 5a. SSA Advisor may contact you for additional information
- 5b. SSA Advisor endorses your application for SAU's approval

6. If the booking is approved, you will receive a confirmation email from SAU.

7a. For cancellation/ change, email to enquirysau@ust.hk and ssa@ust.hk.

7b. Technical meeting with SAU for venue set-up, costs would apply (e.g., technical support, set-up, ushers) .

Venue Booking Flow Chart

(for recognized student organizations)

SHRLO Student Amenities

Type A: Common Room 4, 5+6, Meeting Room 6

(3 days – 2 months advanced booking)

SHRLO Student Amenities

Type B: UG7 Multi-purpose Hall, GGT Multi-purpose Rm

(Advance booking period: UG7: 2 – 6 weeks; GGT: 3 days – 2 months)

1. Check availability from [Facilities Booking System](#)
2. Use your society/group email to submit the completed application form with proposal and poster to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)

1. Use your society/group email to send the activity proposal to ssa@ust.hk
2. SSA Advisor will check the availability with SHRLO
3. If available, SSA advisor will send you the booking form for completion

- 3a. SSA Advisor may contact you for additional information
- 3b. SSA Advisor endorses your application for SHRLO's approval

4. SSA Advisor endorses your application for SHRLO's approval

4. If the booking is approved, you will receive:
 - confirmation by FBS system (for SU & SU affiliated Societies);
 - or**
 - confirmation email by SHRLO (shrloinfo@ust.hk) (for DAGs & Student Projects)

5. If the booking is approved, you will receive a confirmation email from SHRLO (ughvii@ust.hk or ggt@ust.hk)

5. For cancellation/ change, please email to shrloinfo@ust.hk and ssa@ust.hk.

6. For cancellation/ change, please reply to the confirmation email.

Venue Booking Flow Chart (for recognized student organizations)

Tsang Shiu Tim Art Hall

3 days – 6 months advanced booking

1. Read through the [summary](#)
2. Check availability by email to ssa@ust.hk
3. Use your society/group email to submit the completed [application form](#) to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)

4. SSA Advisor may contact you for additional information.

5. If SSA approved your booking, you will receive a confirmation email from stuactivity@ust.hk.

6. For cancellation/ change, email to ssa@ust.hk.