

Summary of Activity Venues (2024.03)

^ DAGs - Department-associated Groups

* FBS – [Facilities Booking System](#)

1. Advance booking: Maximum 1-hour per day per room type

2. Maximum 1-hour per day

| Facilities | Capacity | Opening Hours | Individual students | Booking method | SU affiliated Societies, DAGs^ | Booking method | Reference for organized activities (Maximum of 8 hours per day) |
|---|-----------------------------|---------------|-------------------------------------|---|--|---|---|
| | | | | | Organized activities should be booked by application form instead of FBS | | |
| Student Amenities (managed by SSA) | | | | | | | |
| LG4 | | | | | | | |
| Music Room 1, 2, 3 | Rm1: 2 Rm2: 2 Rm3: 12 | 0900-2100 | ✓ | 7-day advance booking via FBS * ¹ or walk-in | Music Room 3: For group practice | 3 working days – 2 months advance booking by application form | <ul style="list-style-type: none"> No food and drink |
| Band Room | 7 | | Registered students | 7-day advance booking at LG3 SSA Counter ¹ | For group practice by <i>registered students</i> | | |
| Recreation Room (Billiard) | - | | ✓ | On-the-day booking via FBS * ² | X | N/A | |
| LG5 / Seafront | | | | | | | |
| Meeting Room 1, 2 | Rm1: 16 Rm2: 8 | 0900-2100 | ✓ | 14-day advance booking via FBS ¹ or walk-in | ✓ | 3 working days – 2 months advance booking by application form (<i>Booking end time after 9pm should provide justifications.</i>) | <ul style="list-style-type: none"> No food and drink |
| LG5 Common Room | 50 | | ✓ | Walk-in | | | <ul style="list-style-type: none"> Projector & screen Tile flooring Refreshments allowed with prior approval |
| Multi-function Room | 50 | | ✓ | On-the-day booking at LG5 Amenities Counter ² | | | <ul style="list-style-type: none"> Projector & screen, PA system, mirror, piano, a white board No food and drink |
| Conference Room | 100 | | X | N/A | | | <ul style="list-style-type: none"> Stage, projector & screen, PA system, a white board No food and drink |
| Reflection Room | 12 | | Registered students | Walk-in | X | N/A | |

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|---|--|---------------|--|--|---|--|---|
| Organized activities should be booked by application form instead of FBS | | | | | | | |
| Co-Working Space | - | 0900-0200 | X | N/A | ✓ (For DAGs: only those sponsored by DSTO) | Walk-in | • For preparation or art works |
| Workshop | 32 | | | | Walk-in or 3 working days – 2 months, advance booking by application form | | |
| BBQ Stove 1-5 | 15 per stove | 1000-2300 | ✓ | 14-day advance booking via FBS | ✓ | 3 working days - 1-month advance booking by form | |
| G/F Student Center | | | | | Email to ssa@ust.hk for checking of availability | | |
| Tsang Shiu Tim Art Hall # | Loading: 200 PVC Chair: 100 | 0900-2200 | ✓ Mon to Fri (except public holidays) | Walk-in | ✓ Daily except some public holidays | 3 working days – 6 months# advance booking by application form | <ul style="list-style-type: none"> • Stage, projector & screen, PA system, banner bar • Refreshments allowed with prior approval • For performance: dressing room, 1 rehearsal booking • No AV technical support • Self-arranged removal and setup |

Booking Priority for Art Hall

| Activity Type | Advance booking period | Max. booking time per activity |
|--|------------------------|--|
| Student-led Activities | 6 months | Max. 1 week incl. set up and dismantle |
| Open set up exhibitions (without blocking students' casual use) | 6 months | 2 weeks incl. set up and dismantle |
| Student activities organized by departments/offices/units | 2 months | Max. 1 week incl. set up and dismantle |
| Non-student activities | 1 month | At most two non-student activities per week and two days at max. in weekdays |

- Normally, only one rehearsal booking per event for all types of booking.
- E.g. Lunch event: Booking time: 9am – 3pm including setup, rehearsal, cleaning and reinstate the venue
Evening event: Booking time: Event day: 2pm – 10pm, Next day: 9am-10am including setup, rehearsal, cleaning and reinstate the venue

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|---|----------|---------------|---------------------|--|--|---|---|
| | | | | | Organized activities should be booked by application form instead of FBS | | |
| Student Amenities (managed by SHRLO) | | | | | | | |
| Multi-purpose Hall (G/F, UGH7) | 200 | 0900-2200 | X | N/A | ✓ | 2 – 6 weeks advance booking by application form | <ul style="list-style-type: none"> • Projector & screen, PA system |
| Multi-purpose Room (G/F, GGT) | 200 | 1000-2200 | X | N/A | ✓ | 3 days – 2 months advance booking by application form | <ul style="list-style-type: none"> • Projector & screen, PA system |
| Common Room 4 (G/F, UGH2) | 70 | 0900-2200 | X | N/A | ✓ | 3 working days – 2 months advance booking by application form | <ul style="list-style-type: none"> • Projector & screen, PA system, mobile stage unit • Refreshments allowed with prior approval |
| Common Room 5+6 (1/F, UGH6) | 150 | | | | ✓ | | <ul style="list-style-type: none"> • Projector & screen, PA system, built-in stage, band equipment • Refreshments allowed with prior approval |
| Meeting Room 6 (1/F, UGH6) | 10 | 0900-2100 | ✓ | 14-day advance booking via FBS ¹ or walk-in | ✓ | | <ul style="list-style-type: none"> • Mirror & piano • No food and drink |