



# Venue Booking Flow Chart (for recognized student organizations)

## 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](mailto: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](mailto: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](mailto:roombook@ust.hk) and [ssa@ust.hk](mailto:ssa@ust.hk).