



# 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](mailto: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.