The Hong Kong University of Science and Technology
Academic Registry
Classroom and Lecture Theater Booking Form
(for Student Groups/Societies)

Please read the booking arrangement overleaf

I. User Information

Name of Student Group/ Society: ____________________________

Name of Applicant: ____________________________ Student ID: ____________

Email: ____________________________ @connect.ust.hk Phone No.: ____________

Student Group/ Society Email: ____________________________

II. Booking Information (Maximum 2 Rooms)

<table>
<thead>
<tr>
<th>Requested Venue(s)</th>
<th>Date (DD/MM/YY)</th>
<th>Time From</th>
<th>To</th>
<th>Participants Number</th>
<th>Source</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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</tr>
</tbody>
</table>

Title and Purpose of Function: ____________________________________________

Note: Users of facilities are required to observe and comply with all the copyright laws.

III. Undertaking

On behalf of our student group/society, I understand the rules governing the use of teaching venue and to be responsible for any loss or damage to the equipment and furniture of the rooms arising from our activity. If the room is no longer needed after confirmation of booking, I will inform Academic Registry (ARO) as soon as possible.

Name: ____________________________ Signature: ____________________________ Date: ____________________________

IV. For Office Use Only

<table>
<thead>
<tr>
<th>Endorsement of Departmental Office</th>
<th>Academic Registry (ARO) Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Endorsed ☐ Not Endorsed</td>
<td>Ref No.: ______________________</td>
</tr>
<tr>
<td>Remarks:</td>
<td>Received on: ____________________</td>
</tr>
<tr>
<td></td>
<td>Processed by: ____________________</td>
</tr>
<tr>
<td>Signature: ______________________</td>
<td>Processed on: ____________________</td>
</tr>
<tr>
<td>Name: __________________________</td>
<td>Application Result:</td>
</tr>
<tr>
<td>Department: _____________________</td>
<td>☐ Accept ☐ Reject</td>
</tr>
<tr>
<td>Date: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

Stamp of Departmental Office

Stamp of Student Group/ Society

RR-28a (09/2018)
Rules and Procedures Governing Booking of Classroom and Lecture Theater  
(for Student Groups/ Societies)

================================================================================

Principles
1. Academic activities (e.g. teaching, seminar) have priority in using classrooms and lecture theaters (referred hereafter as rooms). Student groups/ societies should explore the availability of other rooms (i.e. SAO or Library) before booking of classrooms and lecture theaters.
2. As student activities may book SAO Student Amenities with priority, applications for Academic Registry (ARO) venues (classrooms and lecture theaters) will be considered only if there are no SAO venues available. Bookings of ARO venues must be referred by SAO. Please enclose the activity proposal for SAO’s recommendation.
3. Bookings will be accepted only for activities which do not conflict with HKUST's objectives and interests.
4. Bookings will be accepted from student groups or organising committees either recognised by the SAO or affiliated with the Students’ Union (referred hereafter as student bodies), not from individual students.
5. Booking of rooms for use across terms or during the Examination Period and Add/Drop Period will not be accepted.
6. Booking of rooms on Sunday and public holidays will normally not be accepted.
7. Booking requests will not be processed during the Class Add/Drop Period.

Booking Rules
8. Bookings should be made one to four weeks before the activity or function.
9. Student body may request for a maximum of two rooms with each booking form.
10. Each student body may request for a maximum of four rooms in each calendar week.
11. Each student body may submit a maximum of two booking forms within each calendar week.
12. For regular bookings (e.g. booking a room for a particular weekday over a period of time), each booking form may list the time of use up to a maximum period of one month. A new application should be submitted in the appropriate time to cover further bookings, if any.

Confirmation of Room Booking
13. Upon receipt of the Booking Form, ARO will assign a reference number to the booking request, and notify the application result via email.

Subsequent Changes After Confirmation of Booking
14. After a room has been allocated, subject to ARO's approval, student body can apply once for a change of room to ARO direct at roombook@ust.hk. Reference number must be quoted in the amendment request. ARO will confirm the booking again.
15. If the student body no longer needs the room, cancellation of booking should be made to ARO via email as soon as possible.
16. Confirmed bookings may have to be cancelled at short notice by ARO if the room concerned is needed by the University or a member of the teaching staff for official or academic activities. In such circumstances, every effort will be made to find a suitable alternative, if one is available.

Use of Furniture and Equipment
17. The student body should be responsible for any loss or damage to the equipment and furniture of the rooms arising from their activity. They should advise FMO to have the doors locked immediately if the activity finishes early.
18. Students should ensure that the room remains in good condition for the next user (i.e. furniture and equipment are returned to original position, etc.).
19. The following will affect acceptance of subsequent booking requests:
   a) removal of furniture and/or equipment from the room without prior permission;
   b) failure to place all furniture in the original position at the end of the function or activity;
   c) any alteration to the environmental setting of the room causing inconvenience or problems to the next room user;
   d) damage done to furniture, equipment or fittings; and
   e) failure to report any faults found on the equipment or room fittings.
20. If you need extra recycling stand and clear bags for separating recyclable, please contact FMO housekeeping one week before the event at eokkho@ust.hk

Academic Registry (ARO)
09/2018
Application Method

a) As student activities may book SAO Student Amenities with priority, applications for ARO venues will be considered only if there are no SAO venues available. You must select the suitable SAO venue(s) below with a check (✓) in the appropriate box(es) and attach a proposal. A blank reply will not be accepted.

If a suitable venue is available, SAO will contact you soon as possible. If SAO venues cannot be arranged, your application will be sent to ARO for consideration. ARO will inform you of the application result directly within 1 month of the booking date.

If you wish to cancel or change your ARO booking after the booking is confirmed, you should inform ARO. Your application might be transferred back to SAO if Student Amenities venues are available.

Choose suitable SAO Venues below

<table>
<thead>
<tr>
<th>Choose suitable SAO Venues below</th>
<th>Equivalent ARO Venues</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Tsang Shiu Tim Art Hall / Student Common Rooms 1-3</td>
<td>LT over 200 seats (LT A – D, LT J)</td>
</tr>
<tr>
<td>□ Student Common Rooms 1&amp;2 (up to 150 seats)</td>
<td>LT up to 200 seats (LT E – H, LT K, LSKG012)</td>
</tr>
<tr>
<td>□ Student Common Room 3/ Seafront Student Common Rooms 5&amp;6 (up to 150 seats)</td>
<td>Classroom over 70 seats</td>
</tr>
<tr>
<td>□ LG5 Conference Room (up to 100 seats)</td>
<td>Classroom up to 50 seats</td>
</tr>
<tr>
<td>□ Student Common Room 3/ Seafront Student Common Room 4/</td>
<td>Classroom up to 30 seats</td>
</tr>
<tr>
<td>□ LG5 Common Room 7</td>
<td>Classroom up to 24 seats</td>
</tr>
</tbody>
</table>

b) □ Alternative dates for the booking:
   □ No alternative dates.

c) □ Activity proposal attached.
   Special reasons for classroom/ LT: ________________________________

d) Submit your completed application form to LG3 Amenities Service Counter (via lift no. 6).

(Note: ARO will not accept any application forms submitted to their office.)

For SAO Use

| □ ARO Venue | SAO venues are not suitable or available on the requested/ alternative dates. |
| □ SAO Venue | For users who continue to use the room after opening hour, the key/access card is collectable on the day of use from the duty Amenities Assistant as indicated below. The key /card should be returned to the Drop-off Box after use. |
| □ at the Amenities Service Counter, LG5: 7:00 pm - 7:45 pm (Mon - Fri), and 3:45 pm - 4:15 pm (Sat, Sun and Public Holiday). |
| □ at the Amenities Service Counter, LG3 / LG4: 8:15 pm - 8:45 pm. |
| Remarks: ________________________________________________ |

□ Not Accepted

Reason: __________________________________________

SAO reserves the right to change or cancel a booking if the venue is required for university-wide event. In the event of misuse or abuse, SAO may curtail the activity or refuse the user’s applications in future.

Signature: ____________________________ Office Chop: ________________

Name: ____________________________ Date: ________________
A. User Guidelines for Student Amenities Facilities

1. Do not soil or damage the stage and other furniture in the venue.
2. Cooking activity is not allowed in the Student Amenities facilities.
3. Alcoholic drinks of any kind are not allowed to be brought into and/or consumed at Student Amenities Facilities.
4. You should bring your own garbage bags for collecting all your garbage. If you need extra recycling stand and clear bags for separating recyclable, please contact FMO Housekeeping at eokkho@ust.hk one week before the event.
5. Clean up and reinstate the venue properly before you leave.
6. You MUST clean up the venue and remove all your items and leave before 12 midnight.
7. You MUST return the key / access card to the drop-box at LG4 or LG5 before 9 am the next day, otherwise, a lock replacement charge will be levied.
8. If you do not observe user guidelines or show any irresponsible use of the venue, you will not be allowed to book ASC venues/equipment.

B. Additional note for using Common Room 5+6 in Hall 6

1. Present your APPROVED booking confirmation to UG Hall VI Office if moving heavy items to the Common Room entrance via the lift lobby is needed.

   **Please note that the entrance will be opened before and after the event once only.**

   **Additional request will be rejected.**
   
   a) Pre-event set-up
   - The entrance will be opened once upon your request to the UG Hall VI Office.
   
   b) Removal after event
   - The entrance will be opened once upon your request to UG Hall VI Office.
   - Request must be made to UG Hall VI Office BEFORE 10:30 p.m. with the APPROVED booking confirmation.

2. If you need further assistant, please contact LG3 Amenities Service Counter (Tel: 2358 5819).

☐ Bilingual activity poster/ leaflet/promotion publicity for all student activities is attached.
   (Please submit the poster a week before the event)

☐ Any fee charged? ☐ No ☐ Yes (UST students $_______ Other students $______ Non-students $_______)

   No. of Participants:

☐ Any outside participants? ☐ No ☐ Yes (No. of outside participants expected_______)

☐ Is there any co-organizer / sponsor? ☐ No ☐ Yes (Name: ________________________________)

☐ Built-in audio visual equipment will be used. (LG4/ UG Hall II/ UG Hall VI Student Common Rooms/ LG5 Conference Room)

Student societies may book LG5 Meeting Rooms up to 1 month in advance and Conference Room up to 2 months in advance, and may borrow the key or access card for using the room after opening hours.

☐ I understand and accept the rules and conditions governing the use of student amenities and note that:
1. Pirated software is not allowed as it is a criminal offence.
2. All equipment cannot be removed from the venue.
3. Users may be held responsible for any loss and damage to the facilities. Penalty may be levied on no-show or irresponsible use of the venues and equipment, which may include a ban on booking for 1 to 3 months as well as cancellation of any approved booking during the banned period.
4. Consumption of food / drink is normally not allowed.
5. Do not use your own spot lights or other electrical equipment that might cause safety hazards.
6. The setting and seating arrangement of LG5 Conference Room cannot be changed.
7. Booking cannot be transferred, sublet or used for other purposes. An activity proposal must be submitted with the application form for approval.
8. We should not provide alcoholic drinks or allow them to be brought into and/or consumed at the facilities.

_____________________________________________________________
Signature and Society Chop

_____________________________________________________________
Date