

Student Housing and Residential Life Office  
學生住宿及舍堂生活事務處

**Venue Booking Form of Multi-Purpose Hall, UG Hall VII**  
**學生宿舍七座多用途禮堂借用表格**

**Part A: Applicant Information 申請人資料**

Name of Applicant: 申請人姓名	_____	Position: 職位	_____
Organization/Department: 機構/部門	_____		
Staff ID/ Student ID*: 職員編號/ 學生証編號	_____		
Email: 電郵	_____	Office No.: 辦公室電話	_____
Mobile No. (if applicable): 手提電話 (如適用)	_____	Fax No.: 傳真號碼	_____

\*Please delete as appropriate 請刪去不適用項目

**For Student applicant (eg. Tutor, SUG Mentor) ONLY 供學生申請人使用**

Staff-in-charge: 負責職員	_____	Position: 職位	_____
Email: 電郵	_____	Contact No.: 聯絡電話	_____

**Part B. Event Details 活動詳情**

Name of Event:  
活動名稱 \_\_\_\_\_

Brief Description of the Event:  
請簡要描述活動的內容 \_\_\_\_\_

Estimated Duration of the Event: \_\_\_\_\_ Hours \_\_\_\_\_ Estimated No. of Participants: \_\_\_\_\_  
預計活動時間 \_\_\_\_\_ 小時 \_\_\_\_\_ 預計參加人數

Nature of the Event:  Seminar 研討會  Conference/ meeting 會議  Social/cultural activity 社交或文化活動  
活動性質  Others: (Please specify) 其他 (請註明): \_\_\_\_\_

Types of Users:  HKUST User for official UST function  Summer Letting User  
活動對象 科大教職員/學生舉辦之官方活動 假期住客  
 HKUST User for credit-bearing courses  Hall User for RM-led activities  
科大教學部門舉辦之學分課程 舍監舉辦之宿舍活動

**Part C. Booking Details 場地資料**

Venue Requested:  Multi-Purpose Hall 多用途禮堂  Kitchen 廚房  Foyer 前廳  
借用場地  Multi-Purpose Hall & Kitchen & Foyer 多用途禮堂、廚房及前廳  
 Kitchen & Foyer 廚房及前廳

Date(s) 使用日期	Time 使用時間
	From 由 _____ To 至 _____
	From 由 _____ To 至 _____
	From 由 _____ To 至 _____

For Office Use

**Facilities & Equipment 器材設備**

Please indicate the quantity of item(s) required, which will be provided subject to availability.

請指出所需物品的數量，將視乎供應情況而定。

**A. Facilities 設備:**

Item	Max Qty	Qty Required	For Office Use
a) Stacking chairs	150		
b) Folding tables	10		
c) Lectern	1		
d) Movable whiteboard	1		

**B. Equipment 器材:**

Item	Max Qty	Qty Required	For Office Use
a) 2 cordless microphones	1		
b) 2 clip-on microphones	1		
c) LCD projector	1		
d) Portable screen	1		

**Part D. Declaration 聲明**

By signing this form, I (the applicant) have confirmed that:  
茲聲明本人(申請人)在簽署其表格時，

- I have read the 'Reservation Guidelines for Multi-Purpose Hall' and will comply to the regulations.  
本人已閱讀“多用途禮堂借用說明”並將遵守相關規定。

_____ Signature of applicant 申請人簽名	_____ Date 日期	_____ Stamp of Hall/Department/School/Office 宿舍/部門/學院/辦公室蓋章
_____ Signature of Staff-in-charge 負責職員簽名	_____ Date 日期	

**Approval by Head of User Department / Residence Master / Head of Organization**  
**使用部門主管/舍監/組織負責人批准**

_____ Signature 簽名	_____ Name 姓名	_____ Date 日期
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**Completed by the Hall Office 宿舍辦事處專用**

Date of Receiving the Form:  
收到表格日期

Decision:  Accepted 接受  Rejected 駁回  
批核結果

Date of Decision: \_\_\_\_\_  
批核日期

Processed by: \_\_\_\_\_  
決策人

Remarks: \_\_\_\_\_  
備註

Total Charges: \_\_\_\_\_  
總費用

**供校工使用**

<u>場地使用前</u>	<u>場地使用後</u>
<input type="checkbox"/> 已設定冷氣使用時間	<input type="checkbox"/> 場地使用者已妥善交還借用物品 <input type="checkbox"/> 場地使用者交還的物品有損耗 請註明: _____
	<input type="checkbox"/> 場地使用者有按照指示把場地恢復原狀
	<input type="checkbox"/> 場地使用者有按照指示把場地整理乾淨
	<input type="checkbox"/> 場地使用者有按照指示把裝有食物殘渣的垃圾放於指定位置
同事簽署: _____	同事簽署: _____

**The Hong Kong University of Science & Technology  
Student Housing and Residential Life Office**

**Reservation Guidelines for Multi-Purpose Hall, UG Hall VII (CSK Hall)**

Please carefully refer to the following notes when booking the Multi-Purpose Hall (MPH):

**A. General**

1. Confirmation of the venue booking is subject to venue availability and final approvals from the Residence Master of UG Hall VII and the Head of SHRLO. Priority will be first given to the activities organized by UG Hall VII.
2. Other student activities supervised by faculty/staff are also encouraged. The venue can be reserved on first-come- first-served basis.
3. Venue reservation is available from 9:00 a.m. to 11:00 p.m. daily.
4. All venue booking forms should be returned to the Hall Office of UG Hall VII by email: [ughvii@ust.hk](mailto:ughvii@ust.hk). Successful bookings will be confirmed by phone/email. Minimum duration of events is 2 hours.
5. Venue reservation cannot be confirmed unless the booking form is received by the Hall Office.
6. Standard facilities include: microphone system, wireless internet connection, LCD projectors, chairs, tables, etc. (please refer to Section B for details).
7. Applicants can request for site visits before making reservations by calling the Hall Office at 2358-5824 or email to [ughvii@ust.hk](mailto:ughvii@ust.hk).
8. Provision of data as requested in the application form is voluntary, but applicants should note that insufficient or inaccurate information may cause delay or disqualification in application. Data provided by the applicants will be used primarily for activities related to the assessment of the application, actual arrangements of the function concerned, and other necessary follow-up actions related to the booking or function, as appropriate.

**B. Venue Details**

Capacity	200
Surface Area	2,000 sq. feet (including a kitchen)
a. Audiovisual Equipment (self-service)	<ul style="list-style-type: none"><li>- 2 cordless microphones</li><li>- 2 clip-on microphones</li><li>- 1 LCD projector</li><li>- Portable screen</li></ul>
b. Furniture and Fittings (self-service)	<ul style="list-style-type: none"><li>- Stacking chairs</li><li>- Folding tables</li><li>- Movable whiteboard</li></ul>

### **C. Types of Users and Rates of Hiring the Multi-Purpose Hall**

<b>Types of Users</b>	<b>Rates of Hiring the Multi-Purpose Hall*</b>
1. UG Halls (RM-led activities only)	Free
2. HKUST Users (including Schools, Departments, Offices)	Free
3. Summer Letting Users**	\$500/hour (minimum use for at least 2 hours)

*\*Rates include the charges for the use of the MPH, equipment/furniture items listed in (a) & (b) of the previous section.*

*\*\*Summer Letting Users (excluding Student Societies): Function organizers who have a booking of hall places at this University. They may book the MPH during their stay only.*

### **D. Terms and Conditions of Using the MPH**

1. In the Terms and Conditions, “Users” refer to the party who has received confirmation from the Hall Office.
2. Any transfer of bookings is prohibited.
3. The MPH shall only be used for the following purposes:
  - a) Seminars
  - b) Conferences/ meetings
  - c) Social/ cultural activities
4. Preparation and dismantling time should be included in the booking time.
5. Relocation of furniture within the MPH is discouraged. Prior approval from the Hall Office must be obtained if the users intend to relocate or remove any furniture or fittings. Furniture must not be moved in or out of the MPH.
6. Users shall not affix any adhesive material on or drive nails, tacks or spikes into the wall, floor, fixture or furniture in any part of the MPH.
7. No bicycles, roller skates, blades, skateboards, or shoes with spiked or black rubber soles are allowed in the MPH. Do not drag chairs and/or tables across floors.
8. Users are responsible for:
  - a) Promoting good conduct of the participants;
  - b) Cleaning up the MPH and tidying up after use;
  - c) Any damage caused to the facilities;

- d) The conditions of the items on loan and the costs of repair or replacement of any damaged or lost items; and
  - e) Liaising with relevant bodies regarding the use of copyrighted works (e.g. films and original music works).
9. For any improper use of the MPH, users may be charged for the following:
- a) Extra cleaning service provided by the Hall Office if the User failed to clean the venue upon completion of the event;
  - b) Damages caused to the facilities; and
  - c) The conditions of the items on loan and the costs of repair or replacement of any damaged or lost items.
10. For safety reasons, seating capacity of the MPH is limited to 200.
11. Users should be considerate and avoid creating excessive noise or causing disturbance to hall residents.
12. Installation of temporary structures and/or additional electrical, lighting and AV equipment are not permitted within the MPH without the prior approval of the Hall Office.
13. Users shall indemnify the Hall Office for all losses, costs, claims and expenses which the Hall Office may incur or suffer, and against all actions, claims or demands made by any person, arising from the act or negligence of the participants, guests or any third party.
14. The Hall Office reserves the right to terminate any booking which may cause damage to any part of the hall premises, affect the University's normal activities or against any of the regulations stated herein. The Hall Office reserves the right to close the MPH and cancel/terminate any bookings if deemed necessary with or without prior notice. The Hall Office reserves the right to forfeit the charges paid by the User in full or in part and/or levy penalty charges if deemed necessary. The Hall Office also reserves the right to ban any user from future use if the MPH due to misuse record(s).

#### **E. Booking Procedures**

- 1. The applicant should submit the venue booking form at least 10 working days before the function date.
- 2. All venue booking forms will be forwarded to the Residence Master of UG Hall VII and the Head of SHRLO for approvals. The Hall Office will inform the applicants of application results by email within 7 working days after the venue booking forms are received.
- 3. Amendment or cancellation of bookings must be submitted to the Hall Office in writing at least 7 working days prior to the function date. A charge equivalent to 50% of the total charges will be imposed. Amendment or cancellation of bookings will not be accepted if given less than 7 working days' notices and Users are committed to paying the full charges.

4. Once the booking is confirmed, the applicants should settle the charges accordingly before the due date stated on the letter.

### **G. Payment Instructions**

1. By Bank-in:
  - a) Deposits  
The applicant is required to pay a deposit equivalent to 50% of the total charges within 3 working days or requested date stated in the confirmation letter (whichever is earlier) after the application is confirmed.
  - b) Remaining Charges  
The applicant must settle the remaining charges within 7 working days prior to the function date.

### **H. Cancellation of Bookings under Adverse Weather Conditions**

1. In line with the University's policy on the cancellation of classes and examinations, when Tropical Storm Signal No. 8 or the black rainstorms is hoisted, all bookings will be cancelled automatically, without separate and/or further announcement, according to the following schedule:
  - a) If either of the warnings is hoisted or in force at or after 6:30 a.m., all bookings starting before 2:00 p.m. will be cancelled automatically.
  - b) If either of the warnings is hoisted or in force at or after 12:00 noon, all bookings starting from 2:00 p.m. and before 6:00 p.m. will be cancelled automatically.
  - c) If either of the warning is hoisted or in force at or after 4:00 p.m., all bookings starting from 6:00 p.m. onward will be cancelled automatically.
2. When the Typhoon Signal No. 8 or above or the Black Rainstorm Signal is hoisted in the middle of the function, the event is allowed to continue. Participants should stay indoors in a safe place.
3. Refund will only be made for all the bookings cancelled under bad weather conditions.
4. Separate announcements will not be made by the Hall Office. The User should consider informing their participants of the cancellation by their own means.

**Important: Any failures to pay according to the payment schedule will result in cancellation of the booking without prior notification. Any charges paid will be forfeited and the venue will be allocated to other applicants.**