

The Hong Kong University of Science & Technology
Student Housing and Residential Life Office
Venue Booking Form of Multi-Purpose Hall, UG Hall VII

Last update: 10/08/2026

Part A. Applicant Information

Name of Applicant: _____ Position: _____

Organization/Department: _____

Staff ID/ Student ID*: _____

Email: _____ Office No./ Mobile No.: _____

**Please delete as appropriate*

For Student applicants (e.g. Tutor, SUG Mentor) ONLY

Staff-in-charge: _____ Position: _____

Email: _____ Contact No.: _____

Part B. Event Details

Name of Event: _____

Brief Description of the Event: _____

Estimated Duration of the Event: _____ Hours Estimated No. of Participants: _____

Nature of the Event: ☐ Seminar ☐ Conference/ meeting ☐ Social/cultural activity
☐ Others: (Please specify): _____

Types of Users: ☐ HKUST User for UST function ☐ Summer Letting User
☐ HKUST User for credit-bearing courses ☐ Hall User for RM-led activities

Part C. Booking Details

Venue Requested:	☐ Multi-Purpose Hall ☐ Kitchen ☐ Foyer ☐ Multi-Purpose Hall & Kitchen & Foyer ☐ Kitchen & Foyer			
Date(s)	Time (09:00 – 22:00)			
	From		To	
	From		To	
	From		To	
	From		To	
	From		To	

Facilities & Equipment

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

A. Facilities:

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

B. Equipment:

Item	Max Qty	Qty Required	Item	Max Qty	Qty Required
a) 2 cordless microphones	1		c) LCD projector	1	
b) Screen	1				

Part D. Declaration 聲明

By signing this form, I, on behalf of the student organization/organizing unit stated above,

☐ Understand that the use of the venue must comply with HKSAR laws, University rules and regulations, and the “Reservation Guidelines for the Multi-Purpose Hall.” Violations may result in immediate booking cancellation and other consequences under the law and/or University rules and regulations, including potential penalties or legal action.

☐ Declare that this booking does not involve any commercial or profit-making activities. (Note: Where any booking of use is found to facilitate unauthorized commercial pursuits, such arrangements may constitute a violation of University rules and policies. The University reserves the right to take appropriate enforcement and corrective measures in such circumstances.)

Signature of applicant

Date

Stamp of Hall/Department/School/Office

Signature of Staff-in-charge

Date

Approval by Head of User Department / Residence Master / Head of Organization

Signature

Name

Date

Completed by the Hall Office

Date of Receiving the Form:

Decision:

☐ Accepted

☐ Rejected

Date of Decision:

Processed by:

Total Charges:

**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 Head of SHRLO or his/her delegates. 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 10:00 p.m. daily.
4. All venue booking forms should be returned to the Hall Office of UG Hall VII by email: ughvii@ust.hk. Successful bookings will be confirmed by 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.
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 event concerned, and other necessary follow-up actions related to the booking or event, as appropriate.

B. Venue Details

Capacity	200
Surface Area	2,000 sq. feet (including a kitchen)
a. Audiovisual Equipment (Self-service)	- 2 cordless microphones - 2 clip-on microphones - 1 LCD projector - Screen
b. Furniture and Fittings (Self-service)	- Stacking chairs - Folding tables - Lectern (800L x 1300H x 400mm) - Movable whiteboard (1200 x 900mm)

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

Types of Users	Rates of Hiring the Multi-Purpose Hall*
1. Student 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): Event 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 not allowed. 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, the Users may be charged for the following:
- a) Extra cleaning service provided by the Hall Office if the Users failed to clean the venue upon completion of the event;
 - b) Damage 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 use of the MPH must comply with HKSAR laws and University rules and regulations.
15. 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 7 working days before the event date.
2. All venue booking forms will be forwarded to the Head of SHRLO or his/her delegates 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 event 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 the 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 event date.

H. Cancellation of Bookings under Adverse Weather Conditions

2. 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 are 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 are 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 warnings are hoisted or in force at or after 4:00 p.m., all bookings starting from 6:00 p.m. onward will be cancelled automatically.
3. When the Typhoon Signal No. 8 or above or the Black Rainstorm Signal is hoisted in the middle of the event, the event is allowed to continue. Participants should stay indoors in a safe place.
4. A refund will only be made for all the bookings cancelled under bad weather conditions.
5. 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.