

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./ Mobile No.: 辦公室電話/手提電話

*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: 預計活動時間	Hours 小時	Estimated No. of Participants: 預計參加人數	
Nature of the Event: 活動性質	<input type="checkbox"/> Seminar 研討會 <input type="checkbox"/> Conference/ meeting 會議 <input type="checkbox"/> Social/cultural activity 社交或文化活動		
	<input type="checkbox"/> Others: (Please specify) 其他 (請註明):		
Types of Users: 活動對象	<input type="checkbox"/> HKUST User for UST function 科大教職員/學生舉辦之活動		
	<input type="checkbox"/> HKUST User for credit-bearing courses 科大教學部門舉辦之學分課程		
	<input type="checkbox"/> Summer Letting User 假期住客		
	<input type="checkbox"/> Hall User for RM-led activities 舍監舉辦之宿舍活動		

Part C. Booking Details 場地資料

Venue Requested:
借用場地

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

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

B. Equipment 器材:

Item	Max Qty	Qty Required	Item	Max Qty	Qty Required
a) 2 cordless microphones	1		c) LCD projector	1	
b) 2 clip-on microphones	1		d) 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.

茲聲明本人在簽署其表格時，代表上述學生組織/籌辦單位，明白場地的使用必須遵守香港特別行政區的法律、大學的規則和條例及《多用途禮堂的預訂須知》。如違反相關規定，本人的預訂可能立即被取消，同時可能根據法律及/或大學規章制度承擔其他後果，包括潛在的處罰或法律訴訟。

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

Completed by the Hall Office 宿舍辦事處專用

Date of Receiving the Form:

收到表格日期

Decision:

批核結果

☐ Accepted 接受

☐ Rejected 駁回

Date of Decision:

批核日期

Processed by:

決策人

Total Charges:

總費

**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)	<ul style="list-style-type: none">- 2 cordless microphones- 2 clip-on microphones- 1 LCD projector- Screen
b. Furniture and Fittings (Self-service)	<ul style="list-style-type: none">- 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.