



The Hong Kong University of Science and Technology
Dean of Students' Office

Application for Exclusive Use of BBQ Facilities

Please submit the completed form to LG3 Student Support & Activities Counter or email to ssa@ust.hk,
at least 3 working days before the event. Late application will not be considered.

Applicant information:

Student Organization/ Office/ Department: _____

Applicant Name: _____ HKUST Email: _____

Position/ Role: _____ Contact Tel: _____

Details of Booking:

Date of Use: _____ No. of Users: _____ (recommend 10-15 people per stove)

Stove No.*	1 / 2 / 3 / 4 / 5					* Please delete as appropriate.
Time	1000-1200	1200-1500	1500-1800	1800-2100	2100-2300	
Select by (✓)						

Name and Nature of Activity to be held in BBQ Site: _____

User Guidelines

1. Eligible users: Students, staff and family members of full-time staff. Guests must be accompanied by student/ staff/ family members when using the barbecue site.
2. **Casual use** (by individual user via booking system): 14 days advance booking. Each user can book a maximum of one session and one stove.
3. **Exclusive use** (by recognized groups via this application form): 1 month advance booking. **Maximum one exclusive use for one group per week (from Monday to Sunday)** is accepted.
4. Stoves not taken up in person within 10 minutes of booking time will be available for other eligible users.
5. Users are responsible for any loss and damage to the facilities after their use. Penalties may be levied on no-show or misuse of facilities, including a ban on booking for 1 to 3 months as well as cancellation of any approved booking during the ban period.
6. Bookings will be cancelled when Typhoon Signal No. 8 or Rainstorm Black Warning signal is hoisted.
7. Keep the barbecue site and stoves clean and tidy. Do not leave any food, BBQ forks, charcoal or other items behind. Put garbage into the refuse bins provided. Make sure to put out the fire before you leave.

Declaration & Signature:

I, on behalf of the student organization/ organizing unit above stated, understand and accept the “**User Guidelines**”.

 Signature and Chop

 Date

Endorsed by Sponsor Department (for DAGs/ SEAS)

For Office Use

User ID: _____

To: Applicant

This is to confirm that this application is ☐ approved / ☐ rejected.

 Authorized Signature

 Date