

Venue Booking Flow Chart (for recognized student organizations)

SSA Student Amenities

Meeting Rooms, Conference Room, Common Room, Multi-function Room:

3 working days – 2 months advanced booking

BBQ: *3 working days – 1 month advanced booking*



1. Identify a suitable venue from the [summary](#)

2. Check availability from [Facilities Booking System](#)

3. Use your society/group email to submit the completed [application form](#) to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



4. SSA Advisor may contact you for additional information.



5. If SSA approved your booking, you will receive a confirmation email from stuactivity@ust.hk.



6. For cancellation/ change, email to ssa@ust.hk.

Venue Booking Flow Chart (for recognized student organizations)

SHRLO Student Amenities

Type A: Common Room 4, 5+6

(3 working days – 2 months advanced booking)



1. Study [Booking Guidelines & User Manual](#)

2. Use your society/group email to submit application via the [Booking System](#) and upload the followings:

- Promotion materials
- Event proposal (if appropriate)
- Valid user card for mobile stage (if applicable)



3a. SSA Advisor/ SHRLO staff may return the application to you for further clarification.

3b. SSA Advisor endorses your application for SHRLO's approval



4. If the booking is approved, you will receive a confirmation generated by the system (noreply@ust.hk).



5. For cancellation/ change, please email to shrloinfo@ust.hk and ssa@ust.hk.

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SHRLO Student Amenities

Type B: UG7 Multi-purpose Hall, GGT Multi-purpose Rm

(Advance booking period: UG7: 7 working days; GGT: 3 days – 2 months)



1. Use your society/group email to send the activity proposal to ssa@ust.hk
2. SSA Advisor will check the availability with SHRLO
3. If available, SSA advisor will send you the booking form for completion



4. SSA Advisor endorses your application for SHRLO's approval



5. If the booking is approved, you will receive a confirmation email from SHRLO (ughvii@ust.hk or ggt@ust.hk)



6. For cancellation/ change, please reply to the confirmation email.

Venue Booking Flow Chart (for recognized student organizations)

Tsang Shiu Tim Art Hall

3 working days – 6 months advanced booking



1. Read through the [summary](#)
2. Check availability by email to ssa@ust.hk
3. Use your society/group email to submit the completed [application form](#) to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



4. SSA Advisor may contact you for additional information.



5. If SSA approved your booking, you will receive a confirmation email from stuactivity@ust.hk.



6. For cancellation/ change, email to ssa@ust.hk.