

Advance Bookings of Sports Facilities - Flexibility Scheme

I. Objectives

The Flexibility Scheme aims at opening up sports facilities for advance booking of student groups for organizing sports events, team practice and sports classes. This scheme started in September 2011.

The existing policy is that only sports clubs are eligible to make advance bookings because the primary purpose of sports clubs is to promote sports and to engage their members to take part and achieve good results in various kinds of competitions. The new Scheme, while not affecting the existing priority of the sports clubs, and balancing the competing demands of various user groups, will better meet with different needs of other student groups.

II. Sports Facilities for Advance Booking under this Scheme (updated in Oct 2022)

Actual available subject to advance bookings made to sports, classes, and team/club practices and so on.

Venues

SEMESTER TIME (Oct-Dec and Mar-May)

	*Weekdays 9 am - 12 noon & 2 - 5 pm	Weekdays 5 - 10 pm	Saturday & Sunday 9 am - 10 pm	Sunday 6 - 10 pm
Indoor Sports Hall & Artificial-Turf Soccer Pitch	✓			✓
Outdoor basketball court & Mini-Soccer Pitch	✓		✓	✓
LG1027 & LG4204	✓	✓	✓	✓
Other facilities	✓			

*Except Public Holiday

SEMESTER BREAK (Jan-Feb and Jun-Jul)

	Weekdays Normal opening hours	Saturday Before 6pm	Saturday & Sunday 9 am - 10 pm	Sunday 6 - 10 pm
Indoor Sports Hall & Artificial-Turf Soccer Pitch	✓	✓		✓
Outdoor basketball court & Mini-Soccer Pitch	✓	✓	✓	✓
LG1027 & LG4204	✓	✓	✓	✓
Other facilities	✓	✓		

III. Eligible Applicants and Activities

1. Applicants: All student groups of the university, sports and non-sports, clubs/societies affiliated to SU, and sponsored groups supported by Department/Office are eligible to submit applications for advance booking.
2. Activities:
 - a. organized sport events
 - b. team practice
 - c. sports classes to be conducted by qualified instructors

Notes: - Venues reserved are non-transferable, sublet or used for other purposes;
- Use of the sports facilities is subject to observance of the "Regulations Governing the Use of Sports Facilities".

IV. Application Procedures

1. Student groups must submit application with detailed event proposals (including the proposed date of the events) for advance booking before the deadline as shown in part VI. (application of Sponsor Group must be endorsed by sponsor department)
2. The proposals should contain details of the organized sports events/team practice/class (with copy of instructor's qualification certificate). The proposal form is obtainable from DSTO.
3. Important points to note:
 - a. For organized sports event, a maximum of 3 days (3 hours daily)
 - b. For team practice, a maximum of four 2-hour sessions (not in S. H. Ho Sports Hall and Artificial Turf Soccer Pitch)
 - c. For sports classes to be conducted by qualified instructors, once a week not exceeding 3 hours for 10 weeks (not in S. H. Ho Sports Hall and Artificial Turf Soccer Pitch)
 - d. Each group may submit one application for each organized sports event, team practice and sports class separately in each booking period
4. All applicants will be invited to attend a lot drawing session to decide the order in venue selection.
5. Venue selection may be held immediately after lot drawing or on the following day. Applicants will be informed in advance.
6. Applicants may check the availability of the venues and the timeslots via FBS online before coming to the lot drawing. (Please pay attention to the restrictions in part II.)
7. Change of purpose in use of proposed venue is not allowed. e.g. If volleyball competition was proposed at volleyball court, any change from volleyball competition to basketball competition is not accepted. (even though the competition will be held in the same venue.)
8. After the date and the venue are selected, a confirmation must be made at least 2 weeks before the start of the event with submission of copy of instructors' qualification certificate, total number of participants and/ or any change to the original application.

V. No-show Penalty

In an effort to promote responsible use of facilities, the current no-show penalty with regard to organized events will apply. All subsequent bookings of the application will be cancelled if a no-show report is received. For details of the no-show penalty, please visit DSTO Webpage ->Important Notice ->Effective Use of Sports Facilities on the website

<https://dst.hkust.edu.hk/eng/detail.php?catid=14&sid=122>

VI. Work Schedule in 2025/26

Booking Period	Submission deadline	Date of Drawing *
Sep-Nov 2025	21 Aug 2025	24 Aug 2025
Dec 2025-Jan 2026	20 Nov 2025	23 Nov 2025
Feb 2026-Mar 2026	23 Jan 2026	24 Jan 2026
Apr-May 2026	21 Mar 2026	24 Mar 2026
Jun-Aug 2026	20 May 2026	23 May 2026

* all application form must be submitted to Room LG3002 during office hours.

** dates of the draw and venue selection are tentative and subject to be confirmed.

Sports Development

Dean of Students' Office

1 Aug 2025 (updated on 19 Jan 2026)