



The Hong Kong University of Science and Technology  
Academic Registry (Systems & Operations)  
30/F of The Millennium  
**Breakout Rooms Booking Form**

(Only available on Mon-Fri 09:00-22:00 / Sat 09:00-17:00)

**1. User Information**

Name of User: \_\_\_\_\_ HKUST ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_

School: \_\_\_\_\_ Dept: \_\_\_\_\_

**2. Booking Information**

Requested Venue (s)	Date (DD/MM/YY)	Time		Participants Number	Remarks
		From	To		
Breakout #1					
Breakout #2					
Breakout #3					
Breakout #4					

**Purpose:** \_\_\_\_\_

**3. Undertaking**

I understand the rules governing the use of the breakout rooms and agree to be responsible for any loss or damage to the equipment and furniture of the rooms arising from the booking. If the room is no longer needed after confirmation of booking, I will inform the KT-30 as soon as possible.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**4. For Office Use Only**

Ref. No.: _____
Received on: _____
Processed by: _____
Application Result:
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected

## Breakout Room Booking Guidelines

### Principles

1. Only students, faculty, or staff of HKUST who have access rights to the 30th floor at The Millennium are eligible to book and use the breakout rooms (hereafter referred to as "rooms").
2. Bookings will only be accepted for activities that align with the objectives and interests of HKUST.
3. Bookings on Sundays and public holidays are generally prohibited.
4. Rooms must be occupied by a **minimum of 3 participants** and a maximum of 10.
5. Breakout rooms are only available for booking during the term period.

### Booking Rules

6. Bookings must be made at least 2 working days in advance.
7. Each user may book a maximum of 2 sessions per 14 days, with each session not exceeding 2 hours.
8. **At least 3 participants** arrived before taking the rooms
9. Any identified misuse or abuse may result in immediate curtailment or cancellation of the event at the discretion of the staff at KT-30.
10. Users must tidy up, restore the venue to its original condition, remove all personal items, and leave the space before the approved booking end time.
11. Users are prohibited from soiling or damaging the floor and furniture in the rooms.
12. Consumption of food or drinks (except water) without prior approval is prohibited. Cooking activities are also not allowed.
13. Users must not leave any unattended items in the rooms.

### Confirmation & Rejection of Room Booking

14. Upon receiving the Booking Form, staff at KT-30 will notify the user of the application status via email.

### Change and Cancellation After Confirmation of Booking

15. No change can be made after booking is confirmed.
16. User can cancel the booking via email to [kt30@ust.hk](mailto:kt30@ust.hk) and then place another new booking. Please check the Google Calendar before placing new booking.
17. Confirmed bookings may have to be cancelled at short notice by KT-30 if the room concerned is needed by the University or a member of the teaching staff for official or academic activities. In such circumstances, every effort will be made to find a suitable alternative, if one is available.

### Use of Furniture and Equipment

18. Users are responsible for any loss or damage to equipment and furniture that occurs during their activity. If an activity ends early, users must notify the staff at KT-30 immediately to lock the doors.
19. Users must ensure that the rooms remains in good condition for the next user by returning furniture and equipment to their original positions.
20. The following actions may affect the acceptance of future booking requests:
  - a) Removal of furniture or equipment from the rooms without prior permission;
  - b) Failure to return all furniture to its original position after the event;
  - c) Alteration of the rooms' setting that causes inconvenience to the next user;
  - d) Damage to furniture, equipment, or fittings;
  - e) Failure to report any faults found in the equipment or rooms fittings;
  - f) No-shows or inappropriate use of the rooms.