The Hong Kong University of Science and Technology
Academic Registry (Systems & Operations)
30/F of The Millennity
Faculty Office 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 From	Time To	Participants Number	Remarks
Office #1					
Office #2					
Office #3					

Purpose: _____

3. Undertaking

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

Name: _____ Signature: _____ Date: _____

** Completed form should be returned by email to KT30@ust.hk for processing.*

4. For Office Use Only

Ref. No.:_____

Received on:_____

Processed by:_____

Application Result:

☐ Accepted ☐ Rejected

Faculty Office Booking Guidelines

A) Principles

1. Only teachers of 30/F of The Millennity are eligible to use the faculty office (hereafter referred to as "office").
2. Each office is intended to be shared by 2 people.
3. Reservations for offices on Sundays and public holidays are generally not accepted.
4. Bookings will only be accepted according to teaching duties scheduled for the week.

B) Booking Rules

5. Bookings must be made at least 2 days in advance.
6. Each user may request a maximum of 2 office spaces per calendar week, with each booking limited to 2 hours.
7. For recurring bookings (e.g., reserving a room every Tuesday for a specified period), each booking form may specify usage times for a maximum duration of 2 weeks. A new application must be submitted in a timely manner to cover any additional bookings.
8. Any misuse or abuse identified on-site may result in KT-30 stopping it immediately in cases of serious violations.
9. Please tidy up and restore the venue properly, removing all personal items and leaving before the approved end time of your booking.
10. Do not soil or damage the equipment or any furniture in the offices.
11. Consumption of food or drink (except water) is not permitted inside the offices.
12. Please do not leave any items unattended inside the offices. KT-30 is not liable to any damage or loss of personal properties left inside the offices.

C) Confirmation of Office Booking

13. Upon receiving the Booking Form, KT-30 will assign a reference number to the request and notify the applicant of the outcome via email.

D) Subsequent Changes After Confirmation of Booking

14. After an office space has been confirmed, the user may request a room change by contacting KT-30 directly at kt30@ust.hk. The reference number must be included in the amendment request, and KT-30 will re-confirm the new booking.
15. If the user no longer requires the office space, they should cancel the booking via email to KT-30 as soon as possible.
16. Confirmed bookings may be canceled at short notice by KT-30 if the office is needed by the University. In such cases, every effort will be made to find a suitable alternative, if available.

E) Use of Furniture and Equipment

17. Users are responsible for any loss or damage to the office's equipment and furniture resulting from their activities. If the use of the office space concludes early, they should notify KT-30 to have the doors locked immediately.
18. Users must ensure that the office is left in good condition for the next user (e.g., returning furniture and equipment to their original positions).
19. The following actions may impact the acceptance of future booking requests:
    - Removing furniture or equipment from the office without prior permission;
    - Failing to return all furniture to its original position at the end of the use;
    - Making alterations to the office's environmental settings;
    - Causing damage to furniture, equipment, or fittings;
    - Not reporting any faults found in the equipment or room fittings;
    - No-shows or failing to share the office space with another person.