

**Division of Integrative Systems and Design (ISD)
Design Studio (Room 2590) Booking Form**

Name:	Job Title:	Department:
Phone No.:	Email:	Fax:
Event Date:		
Event Time:	From:	To:
No. of Attendees:		
Purpose of use:		

TERMS and CONDITIONS

1. Bookings will be accepted only for a function or activity which does not conflict with HKUST's objectives and interests.
2. Booking of the room can be made by completing and returning this form to the Division of Integrative Systems and Design (ISD) normally at least two weeks but no earlier than three months before the event.
3. The room can only be accessed during the booking period and should be vacated by the time stated in the booking form.
4. In the event that the booking has to be cancelled, notice must be made to ISD as soon as possible or no later than three days before the date of the event.
5. Audio/visual equipment are available for use in the room upon request. The room and its furniture and equipment must be used in a careful and proper manner. Users are liable for any accident, injury, loss or damage which may occur during the event.
6. All fixtures, furniture and fittings shall not be removed from the room. Users are required to clean up and restore the furniture to its original state and configuration upon departure.
7. Users are required to comply with the safety and security related requirements of the University at all times.
8. ISD remains the right to decide on the most appreciate use of its venue.
9. ISD may exercise its right to reject an application should the applicant repeatedly failed to comply with the terms and conditions.

I hereby confirm my understanding and acceptance of the above terms and conditions.

Authorized Signature with Official Chop

Date

For ISD Staff Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved; Reason:	Reference no.:
Approved by:	Date: