

HKUST Alumni Commons Booking Guidelines

Please refer to the rules and regulations below governing the use of the Alumni Commons and booking procedures.

Introduction

1. The HKUST Alumni Commons (“Alumni Commons”) is located at the northern end of the Entrance Piazza, adjacent to the Student Center. It is a dynamic space designed to foster connections, collaboration, and community among our esteemed alumni. This vibrant hub is the first space on campus dedicated to our ever-growing alumni community, providing a space to engage, share experiences, and build lasting relationships.

Booking Arrangements

1. Booking of the Alumni Commons is accepted up to **two months in advance**. Applications must be submitted to the Development and Alumni Office (DAO) **at least two weeks** before the intended day of use via the [online booking system](#). The application outcome will be communicated by DAO through email.
2. The primary applicant for the booking must be an HKUST alumnus/alumna.
3. Booking of the Alumni Commons shall meet the following objectives:
 - To connect, collaborate, and engage HKUST alumni.
 - To enhance the sense of belonging among HKUST alumni.
 - To strengthen the network between HKUST alumni, the University, its students, and the community.
4. To use the online booking system, the applicant should have an [HKUST alumni email account](#) and an updated version of the [Alumni App and eCard](#).
5. Applications will be processed on a first-come, first-served basis, with priority given to alumni and student engagement activities. In the event of disputes, DAO reserves the right to make final decisions.
6. Users should specify any venue setup and/or catering arrangement in the online booking form. Users are responsible for coordinating with and making direct payments to the service providers for these arrangements. DAO will not be responsible for managing communications with the service providers.
7. DAO reserves the right to cancel a confirmed booking if the event is suspected of violating the Booking and Regulations. DAO shall not be liable for any losses or damages arising from the cancellation or interruption of the event for any reasons.
8. In case of any changes to a confirmed booking, users must submit a new booking request through the online system.

9. Failure to comply with the rules and regulations may lead to users being prohibited from reserving and utilizing the Alumni Commons.
10. In case of unforeseen circumstances necessitating the closure of the Alumni Commons, DAO reserves the right to temporarily suspend venue operations.

Fees and Payment

11. Applicants are required to pay a booking fee of HK\$230.00 to confirm the booking.
12. The booking fee must be paid in full within 3 days of submitting the booking application. DAO will provide the applicant with the payment method details via email once the booking application has been received.
13. DAO reserves the right to cancel a booking without notice if the booking fee is not paid by the specified date.

Cancellation and Refund

14. The applicant must submit a cancellation request for a confirmed booking to DAO via email.
15. A full refund of the booking fee will be issued if the cancellation is requested more than 7 days before the event.
16. No refund will be provided for cancellations made 7 days or less before the event.
17. DAO reserves the right to cancel a confirmed booking if the venue or facilities are urgently required by the University for its activities, or for other overriding and compelling reasons.
18. If the booking is cancelled by DAO, or due to circumstances specified in item 17 above, a full refund of the booking fee will be provided.

Inclement Weather Arrangement

1. Tropical Cyclone Warning Signal No. 8
 - a. If the signal is in effect before the booking starts, the Alumni Commons will be closed. The booking will be canceled without prior notice to the applicant.
 - b. If the signal is issued during a reserved session, the Alumni Commons will stay open. Users are advised to remain inside for safety during the warning period and, if needed, even after the event concludes.
 - c. If the Hong Kong Observatory announces a signal within the next 2 hours before a booking begins:

- i. Between 06:30 and 12:00, the Alumni Commons will be closed for the morning session (09:00 – 14:00), and the booking will be canceled without prior notification to the applicant
 - ii. Between 12:00 and 16:30, the Alumni Commons will be closed for the afternoon session (14:00 – 19:30), and the booking will be canceled without prior notice to the applicant.
 - d. If the signal is cancelled:
 - i. Between 08:30 to 12:00, the Alumni Commons will be closed for the morning session (09:00 – 14:00), and the booking will be canceled without prior notice to the applicant.
 - ii. After 12:00, the Alumni Commons will be closed for the afternoon session (14:00 – 19:30), and the booking will be canceled without prior notice to the applicant.
- 2. Black Rainstorm Warning Signal / “Extreme Condition”
 - a. If the warning signal is in force 2 hours before the start of a booking, the booking will be canceled.
 - b. If the signal is issued while the event in the booked venue is ongoing, the Alumni Commons will remain open. However, users are advised to stay inside the Alumni Commons for their safety while the warning is in effect, and even after the function ends if deemed necessary.

Rules and Regulations

1. The Alumni Commons is not intended for use as a place of public entertainment as defined in the Places of Public Entertainment Ordinance, Chapter 172. (i.e. The Alumni Commons cannot be used by the general public unless invited by the alumnus/alumna).
2. Users are responsible for obtaining any license required for the event as mandated by law.
3. Sales and promotion of goods and services, profit-making activities, commercial transactions, or fundraising are strictly prohibited in the Alumni Commons unless prior approval has been obtained from DAO.
4. The primary applicant must be present at the Alumni Commons throughout its use.
5. Users must ensure that events held in the Alumni Commons will not cause disturbance to the HKUST community.

6. Subletting or transferring the use of the booked venue or access card/QR code is not permitted. A booking confirmation email and Alumni eCard will be required for verification before using the space.
7. Users must obtain prior consent from DAO to move or rearrange any furniture and audio-visual items in the booked venue, including but not limited to shelves, furniture, appliances, and remote controls provided in the venue. The alumnus is responsible for reinstating the original conditions of the venue before returning it to DAO.
8. Smoking is strictly prohibited on the University premises and in the Alumni Commons.
9. No free parking shall be provided. The University will allow hourly parking for non-registered vehicles during weekends and public holidays. For details, please refer to the University's [Visitor Parking](#) guidelines.
10. The use of open flames, fireworks, and explosives on campus is strictly prohibited on the University premises and in the Alumni Commons.
11. The use of unmanned aerial vehicles (flying drones) is not allowed on the University premises and inside the Alumni Commons.
12. Decorations or publicity materials, including but not limited to stickers, posters, notices, directional signs, and banners, are not allowed to be affixed to the furniture, equipment, walls, windows, doors, floors and/or ceiling of the Alumni Commons.
13. The use of single-use and disposable items, including but not limited to single-use food and beverage containers, cutlery, straws, plastic bags, wrapping or packaging, and venue decoration materials, shall be avoided at the Alumni Commons.
14. Users are responsible for obtaining insurance to cover the activities held inside the Alumni Commons, including but not limited to venue set-up, dismantling works, and the participants of the activities. DAO/the University is not liable for any loss, damage, injury, or fatality arising out of or connected with the use of the venue during the booked session.
15. Security services can be arranged by the applicant if necessary. DAO is not liable for theft or loss of any items, including but not limited to valuables, products, and display materials, or negligence of any kind arising from the use of the venue.
16. Users will be charged for the costs of reinstating, cleaning, or replacing any part of the furniture, fixture and/or equipment should they be found damaged, destroyed, stolen, removed, or soiled during the use of the venue.
17. The use of the Alumni Commons must comply with the [Safety and Environmental Protection Manual](#) by the Health, Safety and Environment Office of HKUST.

18. During the use of the venue, users are required to report any irregularities or incidents immediately to the Security Office at 2358 6565.
19. DAO reserves the right to discontinue any activity at the Alumni Commons if the event is deemed to pose potential risks to the reputation and well-being of the University.
20. DAO reserves the right to amend the Booking and Regulations for the Alumni Commons whenever necessary without prior notice.
21. DAO and the University shall not be involved in or held responsible for any disputes or public controversies arising from the user's event. The confirmation of booking or use of the Alumni Commons does not imply any agreement or endorsement of the event's content and nature by DAO or the University. Users are prohibited from implying any support or endorsement from DAO or the University in event literature or publicity. Conversely, DAO retains the right to cancel bookings or terminate venue usage without prior notice if the booking may lead to such public disputes and controversies.

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