

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 a member of the HKUST community.
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. Access arrangements will be provided by DAO after the booking is confirmed.
6. Applications will be processed on a first-come, first-served basis, with priority given to alumni association groups and activities organized by these groups. In the event of disputes, DAO reserves the right to make final decisions.
7. 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.
8. DAO reserves the right to cancel a confirmed booking if the event is suspected of violating the Booking Guidelines. DAO shall not be liable for any losses or damages arising from the cancellation or interruption of the event for any reasons.

9. In case of any changes to a confirmed booking, users must submit a new booking request through the online system.
10. Failure to comply with the rules and regulations may lead to users being prohibited from reserving and utilizing the Alumni Commons.
11. In case of unforeseen circumstances necessitating the closure of the Alumni Commons, DAO reserves the right to temporarily suspend venue operations.

Fees and Payment

12. Applicants are required to pay a booking fee of HK\$230.00 to confirm the booking.
13. After submitting a booking through the online booking system, DAO will acknowledge receipt of the booking by email and provide the relevant payment details. Payment must be made within 3 days of receiving DAO's email. The booking will only be confirmed after payment has been made.
14. DAO reserves the right to cancel a booking without notice if the booking fee is not paid by the specified date.

Cancellation and Refund

15. The applicant must submit a cancellation request for a confirmed booking to DAO via email.
16. A full refund of the booking fee will be issued if the cancellation is requested more than 7 days before the event.
17. No refund will be provided for cancellations made 7 days or less before the event.
18. 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.
19. If the booking is canceled by DAO under item 17 above, a full refund of the booking fee will be provided.
20. If a booking is canceled due to inclement weather arrangements, DAO will arrange a full refund of the booking fee or allow the applicant to submit a new booking request, subject to availability.

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 canceled:
 - i. Between 08:30 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 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. The venue is not open for use by the general public unless guests are invited by the primary applicant or by the University.
2. Users must ensure that the number of participants does not exceed the maximum capacity permitted for the Alumni Commons.
3. Users are responsible for cleaning up the venue and removing all materials, decorations, equipment, food, beverages, and waste immediately after the event.

4. Users are responsible for obtaining any license required for the event as mandated by law.
5. 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.
6. The primary applicant must be present at the Alumni Commons throughout its use.
7. Users must ensure that events held in the Alumni Commons will not cause disturbance to the HKUST community.
8. Subletting or transferring the use of the booked venue or access card/QR code is not permitted. A booking confirmation email and updated HKUST Alumni App and eCard will be required for verification before using the space.
9. 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 user is responsible for reinstating the original conditions of the venue before returning it to DAO.
10. Users are required to attend a site briefing conducted by DAO before using any audio-visual equipment or pantry facilities in the Alumni Commons.
11. Smoking is strictly prohibited on the University premises and in the Alumni Commons.
12. 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.
13. The use of open flames, fireworks, and explosives is strictly prohibited on the University premises and in the Alumni Commons.
14. The use of unmanned aerial vehicles, including drones, is not permitted on University premises or inside the Alumni Commons.
15. 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.
16. The use of single-use or disposable items, including but not limited to food and beverage containers, cutlery, straws, plastic bags, wrapping and packaging materials, and decorative materials, is discouraged at the Alumni Commons.
17. Users may be required to obtain appropriate insurance coverage for activities held in the Alumni Commons, including but not limited to venue setup, dismantling works,

and participation in 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.

18. Security services may be arranged by the applicant where necessary. DAO is not liable for any theft, loss, damage, or negligence arising from the use of the venue, including but not limited to valuables, products, and display materials.
19. 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.
20. The use of the Alumni Commons must comply with the [Safety and Environmental Protection Manual](#) by the Health, Safety and Environment Office of HKUST.
21. During the use of the venue, users are required to report any irregularities or incidents immediately to the Security Office at 2358 6565.
22. 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.
23. DAO reserves the right to amend the Booking and Regulations for the Alumni Commons whenever necessary without prior notice.
24. DAO and the University shall not be involved in or held responsible for any disputes or public controversies arising from the user's event. Confirmation of booking or use of the Alumni Commons does not imply DAO's or the University's agreement with or endorsement of the event's content, nature, or purpose. Users must not imply any support or endorsement from DAO or the University in any event materials or publicity. DAO reserves the right to cancel a booking or terminate venue use without prior notice if the booking or event may give rise to public disputes, controversies, reputational risks, or other concerns.

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Reference Photos

Please refer to the reference photos below for guidance:



Photo 1 – Furniture set-up (open area)



Photo 2 – Furniture set-up (open area and meeting area)

Note: By accepting the booking confirmation, the user acknowledges and agrees to comply with the responsibilities and guidelines regarding the use of furniture and equipment within the Alumni Commons.