# Meeting Room 1520C

**Facilities**
- 10 chairs
- E-white board for display and writing
- Mirroring dongle (please contact admin at RM 1520B)

**Booking Rules**
- Eligibility: EC funded teams, EC and OKT staff
- Opening Hours: 9am – 5:30pm, Mon-Fri
- Max booking hours: 1.5 hours/day
- Maximum booking window in system is 1 week.
- Bookings are offered on a first-come, first-serve basis.
- Purpose of usage: entrepreneurial/startup related initiatives
- The person who books the meeting room <u>must</u> present his/her student ID card for room access.
- Properly clean up and reinstate the venue before leaving.
- Do not leave any food or other unattended items behind.
- Please switch off the lights before leaving for energy-saving purposes.
- Users may be held responsible for any loss or damage caused to the facilities.
- If there is a no-show 15 minutes after the booking time, the reserved space will be allocated to other users.
- Booking will be cancelled when typhoon signal no.8 or black rainstorm warning signal is hoisted (https://cmo.ust.hk/black-rainstorm-warning)
- Please refer to the University's guidelines in case of emergency, safety, or health concerns (https://hseo.ust.hk)
- The Entrepreneurship Center and the BASE admin reserve the right to change the terms of use for facilities and decline booking applications.

**Booking Procedures**
1. Check the calendar to view available timeslots [Calendar Link]
2. Send a meeting invite to hkustecthebase@gmail.com
3. Subject line format: Full Name_School/Department (Student ID) e.g. Chan Tai Man_SENG (20958888)
4. Content: team/company name, purpose of booking, number of participants, phone number

\*\*Note: EC and the BASE admin have the right to decline any booking application without sufficient requested information.