Application for Student Society Room

For the Period of 2026-2027

Notes of Application

Online application and the following supporting documents must be submitted to Office of Student Affairs (OSA) via Webform ***on or before 15 July 2026*****. Late application of a full set of application materials would not be considered.**

1. **Eligibility**
   Student societies, except Faculty/ Departmental/ Programme student societies, that have completed the affiliation procedures with a valid registration letter issued by OSA.

2. **Required Documents**
   Please submit via Webform: https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13734170.

   1) Society Proposal (either in Chinese or in English, within 3 pages in A4 size, and in PDF with handwritten signature and society chop). Please refer to Appendix A for the guidelines for drafting the proposal.
   2) List and Photos of Necessary Equipment, and Photos of the Current Society Room (Template 1)
   3) Most Updated FULL Member List 2026 (as of the date of submission)

3. **Student Society Room Allocation Guidelines**
   Please refer to Appendix A for details.

For enquiries, please send an email to societies-enquiries@cuhk.edu.hk (For enquiries only, it is not an email to receive applications).

Appendix A

Student Society Room Allocation Guidelines

For the Period of 2026-2027

Main Principles

- Society room usage period: 1 September 2026 to 31 August 2027.
- The result of the application will be announced by mid-August 2026.
- Space and rooms are valuable with a limited supply. They are the University's properties.
- Societies are not guaranteed to have space or rooms in the University.
- The primary purposes of a society room are to provide a dedicated space for society committees to hold internal meetings, manage administrative matters and society operations, and to store necessary society assets or documents.
- Societies that have been previously allocated space or rooms do not automatically receive the same support and resources in the following school year.
- For societies with space or rooms in the current year, they are required to apply for resource allocation for the next school year.

Allocation Guidelines

1. **Society Proposal (Prepared by the Society, 40%)**

   In the proposal, the Society is required to demonstrate clearly the following -
   - How will having a dedicated society room benefit the society members and the wider CU students or CU community?
   - Any special needs for the society room, e.g. society assets storing, regular performance practising?
   - Summary of past society activities/ performances, along with any supporting photos.
   - How will the society room be used to support the planned activities as referred to in the Year Plan?
   - How does the Society envisage developing in 3-5 years?
   - How would the Society maintain the assigned society room and keep it clean and organised?
   - Other factors that the Society consider appropriate and valid to support the application.

   Remarks: Identical to the proposals submitted in the last two years (if applicable) will have a negative impact on the evaluation of your society's application.

2. **Nature of the Society (20%)**
   - Whether the nature and purpose of the Society contribute to the University culture.
   - Whether Society needs a room to hold specific activities in the society room.
   - The potential for collaboration between the Society and the University.

3. **Number of Members (10%)**

4. ***(For Current Tenants)* Comply with the User Agreement of the Student Society Room (30%)**
   - Tidiness, cleanliness and maintenance of the current society room.
   - Space occupied by the Society.
   - Overall performance of the Society in previous years.
   - Any conflict or complaint received from neighbours.
   - Any violation of the Housekeeping Rules or Terms in the User Agreement.

   OR

   ***(For New Applicants)* Special Needs for the Society Room (30%)**
   - Student society rooms availability.
   - Whether the Society needs a room to keep and store specific equipment.
   - Space occupied by specific equipment.
   - Any new opportunities, insights and benefits to CU students or the CU community.

   Total: 100%

Template 1

Please submit a list of the society's necessary equipment along with high-resolution photos of both the equipment and the current condition of the society room in the following format.

List and Photos of Society's Necessary Equipment

Name of Society: _____

No.	Necessary Equipment	Size	No. of Pieces	Photo	Remarks
e.g.	Safety Mat	60x60x4 cm	60	You may attach a photo album **with the description** or attach it in the box, e.g.	The mat is heavy and must be handled with care.
1					
2					
3					

Photos of the Current Society Room (For Current Tenants)

Society Room Location: _____

End of Notes of Application