



**Application for BASE’s Facilities
Entrepreneurship Center (EC)
The Hong Kong University of Science & Technology**



The BASE

The BASE is a venue dedicated to support current HKUST students who are passionate about entrepreneurial activities, startups, brainstorming new ideas, building prototypes, networking, and working with like-minded peers.

The common area, meeting room, locker and mailbox at BASE (facilities) are available for rental by qualified students/teams who have demonstrated interests and started entrepreneurial-related projects.

Please refer to the requirements and related conditions below to apply to use the facilities at BASE.

Available Facilities/Support:

- Mailbox** (120w x 350d x 218h mm)
- Weekly mail delivery
- Large locker (266w x 450d x 562h mm) or medium locker (266w x 350d x 262h mm)
- BASE’s common area and meeting room available for booking ([Link](#))

Mailbox & Locker:

Application Period	Start Date	End date
Spring & Summer (Feb – Aug)	Mar 1 st or 3 weeks after submission of application; whichever occurs later	Mar 31 st of the following year
Fall (Sep – Dec)	Oct 1 st or 3 weeks after submission of application; whichever occurs later	Oct 31 st of the following year
Winter (Jan)	3 weeks after submission of application	Oct 31 st

Qualified Candidates/Teams:

- The principle applicants must be current HKUST students.
- The selection and priority of the applications will be determined by the following requirements and bonus points:

Requirements:

- HKUST students with a product idea
- The team is building a functional prototype (Note: App and Website must be team's own work)
- The team is drafting a business plan
- The team has not received any other similar support from other HKUST parties

Bonus Points:

- Track record on entrepreneurial activities
 - Joined or won a public competition
 - Past media exposure or coverage on entrepreneurship
 - Have a valid business registration
- The students must be current HKUST students during the course of use of the designated space, related facilities and services.

Application procedures and conditions:

- Application is open all year round.
- Generally speaking, result of application will be released within 3 weeks after submission of application to Entrepreneurship Center* (EC).
- Shortlisted applicants will be invited for interview.
- Grant of use of facilities is subject to availability and satisfactory progress of the team's project.
- Re-application may be required depending on each team's project progress or other special situation.

*HKUST Entrepreneurship Center: hereinafter referred as "EC"

User Guidelines for Use of Lockers & Mailboxes:

- Users must take full responsibility for the items stored in their lockers and mailboxes. The University will not be responsible for any loss or damage of any items stored inside the lockers and mailboxes.
- Users who have been successfully allocated locker/mailbox should take possession of the locker/mailbox using their own padlocks as soon as possible (within two weeks).
- Lockers and mailboxes cannot be transferred or changed.
- Unauthorized use of locker and mailbox is not permitted. Application must be made in advance and approved before taking up any locker and mailbox. Unauthorized-occupied locker & mailbox will be opened and cleared by EC.
- The lockers and mailboxes are the property of the University. Users should not put any labels and/or posters on the locker/mailbox and should keep the interior and exterior of the locker/mailbox clean and safe at all time.
- Users must report any damage or defects of their lockers/mailboxes to EC as soon as possible. EC reserves the right to charge the users any damage incurred during their use.
- When the term to use the lockers/mailboxes is due to expire, users will receive an email notification from EC. Users must vacate the locker and mailbox, remove the padlocks on or before the expiry date as specified in the notification. After this date, all unattended belongings would be removed and disposed of at the discretion of EC. The University will not be responsible for any loss of or damage to items left behind/disposed of.
- EC reserves the right to, without notifying the user in advance, open any locker/mailbox in case of emergency or any violation of the above regulations.
- All users and visitors to BASE should adhere to the safety, health and environmental guidelines as stated in relevant University websites (<https://hseo.ust.hk/>; <https://cmo.ust.hk/black-rainstorm-warning>).

Notes to applicants:

1. *This form is to be completed by a Team Representative.*
2. *Completed application form and supplementary information should be sent to Entrepreneurship Center via email: eckoei@ust.hk*
3. *All information provided in this form must be true and accurate.*
4. *All personal data and information provided in this application will be used solely for administrative purposes.*
5. *Successful applicants must take up the space within two weeks after the date of notification.*
6. *Users must clean up and return the locker and mailbox by the service end date (Mar 31 or Oct 31).*
7. *Facilities at BASE is intended for entrepreneurial-related development and learning initiatives, and not for commercial activities.*
8. *HKUST Entrepreneurship Center and BASE Management reserve the right to decline or terminate user contract/support to those users fail to comply with the above guidelines.*

Section 1: Facilities for Rental

- The Base Locker
- The Base Mailbox

Section 2: Details of the Applicant(s)

1. Name of Team: _____

2. Principle Applicant: _____
(Name in English) (Name in Chinese) if any

Position in the Team: _____

Program and Year of Study: _____

Email: _____ Contact Telephone No.: _____

HKUST ID No.: _____ HKUST ID Card Barcode No.: _____

3. List of other "CORE" members of the Team (Use separate sheets if necessary)

<u>Position or Title</u>	<u>Full Name</u>	<u>Student ID*</u>	<u>Program and Year of Study*</u>	<u>Email</u>	<u>Phone No.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*If the core members are not HKUST members or alumni, no need to fill out student ID or Program detail

4. Locker size (please choose one)

- One large locker (266W x 450D x 562H mm)
- One medium locker (266W x 350D x 262H mm)

Section 3: Details of Startup Project

1. Area(s): (Please put a tick "✓" in the appropriate box(es))

- | | |
|---|--|
| <input type="checkbox"/> Biotechnology & Healthcare | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> E-commerce | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Education | <input type="checkbox"/> Manufacturing & Logistic Technology |
| <input type="checkbox"/> Electronic Engineering & SmartWare | <input type="checkbox"/> Mobile Application |
| <input type="checkbox"/> Environment & Green Technology | <input type="checkbox"/> Social Enterprise |
| <input type="checkbox"/> Others: _____ | |

2. Please prepare the Business Plan with no more than 5 pages, which should cover the following:

- (a) Value Proposition
- (b) Product/Service/Technology Description
- (c) Target Market and Customers
- (d) Short-term plan (3-6 months) of Research & Development and Marketing Implementation
- (e) Others

3. Have you developed a functional prototype? Do you agree to show us for the purpose of application?

- Yes
- No

4. Please attach the following documents if applicable:

- Evidence of Public Competition and/or its award
- Copy of Media Exposure
- Copy of Business Registration
- Past records showing collaboration or support of entrepreneurial event at Base or with EC
- Soft copy of startup logo

Declaration

I hereby declare and acknowledge on behalf of the Team, that:

- I/We have observed and agreed with the Application Guidelines governing the application of The BASE venue and facilities;
- The information provided in this Application Form and the Project Summary attached is complete and accurate to the best of my/our knowledge;
- I/We authorize my/our consent to BASE Management and HKUST Entrepreneurship Center (EC) to carry out necessary due diligence/reference check for the purpose of assessing this application;
- I/We hereby grant consent to HKUST Entrepreneurship Center to use of my/our case for promotional purposes should my/our application be approved;
- I/We hereby acknowledge that the HKUST Entrepreneurship Center reserves the final right to decline applications;
- I/We understand that BASE Management or EC would not share any private information to 3rd party without my prior consent.

Signature by Principal Applicant
(for and on behalf of the Team)

Date