

**THE UNIVERSITY OF HONG KONG
CENTRE FOR SPORTS AND EXERCISE**

For office use:
Booking Ref: _____
Booking Quota Usage: _____

INTERNAL GROUP SPECIAL BOOKING APPLICATION FORM

(Please read notes overleaf before completing this form)

<u>DATE REQUESTED</u> <u>YEAR / MONTH / DAY</u>	<u>DAY OF WEEK</u>	<u>TIME</u> <u>Use International Time</u>
ON/FROM: / /		From: To:
TO: / /		
LOCATION: (Please '✓' as appropriate or write down the number in brackets)		
<u>Flora Ho Sports Centre</u> Sports Hall (#1-9) () Sports Hall (#1-6) () Sports Hall (#7-9) () Badminton Court No. _____ () Table-Tennis Room No. _____ () Squash Court No. () Combat Room () Dance Studio () Multi-Purpose Room ()	<u>Stanley Ho Sports Centre</u> Pitch No. 1: Full () ½ Pitch No. 1A () ½ Pitch No. 1B () Pitch No. 2: Full () ½ Pitch No. 2A () ½ Pitch No. 2B () ½ Pitch No. 2C () Pitch No. 4: Full () ½ Pitch No. 4A () ½ Pitch No. 4B () Pitch No. 3 () Athletics Track & Field () <u>Athletics Field Event</u> Long Jump () High Jump () Shot Put () Discus/Javelin throw () <u>Athletics Track</u> Lane #3-5 () Lane #6-8 ()	<u>Stanley Ho Sports Centre</u> Tennis Court No. () All Weather Area () Multi-Purpose Court () Multi-Purpose Practice Bay No. () Sand Bunker & Putting Green () Cricket Net () Table-Tennis Room No. _____ () Multi-Purpose Room () <u>Henry Fok Swimming Pool</u> Whole Swimming Pool (Min. 3 hrs.) () Swimming Lane No. _____ () Others (please specify): _____ _____ _____
ACTIVITY	NO. OF PARTICIPANTS	COMPULSORY DOCUMENTS
		ACTIVITY RUNDOWN () ACTIVITY FLOORPLAN ()

By completing and submitting this application form, I acknowledge my understanding and compliance with governing regulations on the use of sports facilities (https://cse.hku.hk/document/regulations_sf.pdf) and /or swimming pool (https://cse.hku.hk/document/regulations_sp.pdf) and the Noise Control Policy of the CSE (https://cse.hku.hk/document/policy_Noise_Control.pdf) for my booking application.

Name of applicant: _____ Signature: _____
Society/Club/Hall/Faculty/Dept: _____ Position held: _____
Telephone No.: _____ Email address: _____
Person-in-charge of the booking: _____ Position: _____
Mobile no.: _____ Email address: _____

For
Official
Chop Here

Equipment Required: (Please indicate the quantity of the equipment requested in the bracket)

Portable Electronic Scoreboard (FH Sports Hall only) (); Electronic Scoring System () (FH Sports Hall only); Public Address System (FH Sports Hall, SHP3 & HFSP only) (), Retractable Seating (FH only) (), Portable Score Board (); Audio system () (FH Dance Studio, Combat Room & Multi-Purpose Room only); Loud Speaker (); Stop Watch (); White Board without marker (); Electronic whistle ();
Others (please specify): _____

(FOR OFFICE USE)

Checked by: _____ Date: _____
Booking Officer, CSE

Remarks: _____

To Applicant: Location: _____ Activity: _____

(Please present this copy for check-in not later than 15 mins of the booking)

<u>DATE REQUESTED</u> <u>YEAR / MONTH / DAY</u>	<u>DAY OF WEEK</u>	<u>BOOKING REF.</u>	<u>TIME</u> <u>Use International Time</u>
ON/FROM: / /			From: To:
TO: / /			

Society/Club/Hall/Faculty/Dept: _____ Approved by: _____ Date: _____

Assistant Director (Facility Management), CSE

INTERNAL GROUP SPECIAL BOOKING REGULATIONS

1. Applications for bookings can only be made by registered group such as: halls, faculties, societies, departments, Sports Association clubs and other clubs approved by the Centre for Sports and Exercise (CSE).
2. Bookings must be made by submitting a duly completed application form to csebooking.officer@hku.hk which should be signed by the Head/Chairman or official bearer and be borne with the chop of the organization. Telephone & email bookings will not be accepted.

3. Opening Hours of the Sports Facilities:

Address: 111-113 Pokfulam Road, Pokfulam		Opening hours
(1)	FHSC – Flora Ho Sports Centre	0730-2230
Address: 10 Sha Wan Drive, Sandy Bay		Opening hours
(1)	SHSC – Stanley Ho Sports Centre	0630-2230 (Pitch:0700-2230)
(2)	HFSP – Henry Fok Swimming Pool	Apr-Nov: 0630-2100 Dec-Mar: 0700-1900

4. All bookings are subject to availability. Applications must be made with at least 2 weeks in advance. Major event such as swimming gala and athletics meet which require the closure of swimming pool and the track and field, application must be made with at least 4 weeks in advance. Bookings made earlier than 6 weeks are listed as provisional and they are subject to confirmation by the CSE.
5. All applications can only be considered when the event rundown and floorplan are attached to the Internal Group Special Booking Application Form.
6. For booking cancellation, the applicant has to give CSE notice with at least **24 hours before the booking starting time or 7 days for major events** by calling CSE (2817 4046) or by e-mail (csebooking.officer@hku.hk) or by fax (2855 0344). Those who fail to do inform CSE are subject to a NO- SHOW fine, and they will not be allowed to use the University sports facilities; and to make further booking and all their bookings made previously will be suspended until the NO-SHOW fine (\$200 for ordinary booking and \$2,000 for major event) is fully settled.
7. Groups wishing to cancel any bookings with required period as mentioned in point 5 should contact the respective Sports Centre reception as early as possible. A written explanation is required to be sent to the Facility Manager of Stanley Ho Sports Centre, Mr Simon Wong, at simonlk@hku.hk or Facility Operation Officer of Flora Ho Sports Centre, Ms Apple Chan, at clpapple@hku.hk with at least 3 working days in advance.
8. When using outdoor facilities at or after 18:00, users must pay floodlit charges upon check-in at the reception counter, in cash or Octopus. The related venues and rates are as follows:

Pitch No. 3 & No. 4AB (300 Lux)	\$60 per 0.5 hour
Pitch No. 1, No. 2(AB), No. 3 (150 Lux)	\$45 per 0.5 hour
Half Pitch – Pitch No. 1(A/B), No. 2(A/B/C), No. 4(A/B)	\$30 per 0.5 hour
Field Events (Discus, Javelin, Long Jump Sand Pit (A/B); High Jump & Shot Put)	\$25 per 0.5 hour
Tennis Court	\$30 per court per hour

9. All users must present their approved booking copy when they report at the counter upon arrival. Users have to do so within 120 minutes before and 15 minutes after the booking starting time.
10. All users should have valid student card or sports membership card when they access to the booked facilities.
11. Drone, with or without camera, is not allowed to be used at any of the sports facilities unless with prior approval from the Security and Parking Unit of Estates Office. You can send the application form to CSE for processing. For details about the use of Drone, please refer to:
 - If your drone is weighing over 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=146>
 - If your drone is weighing under 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=145>
12. Any request of special equipment, guest team and coach, please send request via the Facility Management Online Request Form at <https://fm.cse.hku.hk> for consideration / approval with at least 3 working days in advance. Guest fee will apply. Please visit <https://cse.hku.hk/membership.asp?pageid=115> for more details.

CSE reserves the right to update or modify the above terms and conditions at any time without prior notice.