

(Please read notes overleaf before completing this form)

Booking Quota Usage: _____

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INTERNAL GROUP SPECIAL BOOKING REGULATIONS

- Applications for bookings can only be made by registered groups such as: halls, faculties, societies, departments, Sports Association clubs and other clubs approved/recognized by the Centre for Sports and Exercise (CSE).
- 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 an approved representative and be borne with the chop of the organization. Telephone & email bookings will not be accepted.

3. Opening Hours of the Sports Facilities:

Address: 109 Pokfulam Road, Pokfulam		Opening hours
(1)	Suen Chi Sun Hall Multi-purpose Room	0730-2230
Address: 91 Pokfulam Road, Pokfulam		
(1)	Ho Tim Hall Multi-purpose Room	1200-2230
Address: 250 Victoria Rd, Pok Fu Lam		
(1)	West Island School	Only limited timeslots available from Feb 2023- Dec 2025
Address: 10 Sha Wan Drive, Sandy Bay		
(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

- All bookings are subject to availability. Applications must be made at least 2 weeks in advance. For major events such as interfloor competition, swimming gala and athletic meet which require the closure of sports hall, swimming pool or the track and field, applications must be made at least 4 weeks in advance. Bookings made more than 6 weeks in advance are listed as provisional and are subject to confirmation by the CSE.
- All applications will only be considered when event rundowns and floorplans are attached.
- For booking cancellations, applicants must notify CSE at least **24 hours before the booking start time (7 days for major events)** by calling CSE (3910 3244) or by e-mail (csebooking.officer@hku.hk). Those who fail to do so will be subject to NO-SHOW fines, and they will be banned from using the University sports facilities and making new bookings. All their bookings made previously will also be suspended until the NO-SHOW fines (\$200 per ordinary booking and \$2,000 per major event booking) are settled.
- When using outdoor facilities at or after 18:00, users must pay floodlight fees upon check-in at the reception counter (by E-payments only). The relevant 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

- All users must present their approved booking applications when they report at the counter upon arrival. Users must do so before the bookings (up to 120 minutes in advance) OR within the first 15 minutes of the bookings. Bookings without check-in records will automatically be treated as NO-SHOWs by the booking system. Relevant fines will apply as well.
- All users should have valid student cards or sports membership cards when they access the booked facilities.
- 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 submit the application form via CSE. For more information about the use of Drone, please refer to the HKU document below:
https://www.estates.hku.hk/download_file/3983/
- Any request for equipment / special setup (if not mentioned in the application) should be made at least 3 working days in advance of the booking(s) concerned via <https://fm.cse.hku.hk/> for our consideration / approval.

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

April 2025