

**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> DAY/ MONTH /YEAR	<u>DAY OF WEEK</u>	<u>TIME</u> <u>Use International Time</u>
On/From: _____ To: _____		From: _____ To: _____
LOCATION: (Please '✓' as appropriate)		
West Island School	Stanley Ho Sports Centre	Stanley Ho Sports Centre
3/F Sports Hall (#1-6)	Pitch No. 1: Full	Tennis Court No. _____
3/F Sports Hall (#1-3)	½ Pitch No. 1A	All Weather Area
3/F Sports Hall (#4-6)	½ Pitch No. 1B	Multi-Purpose Court
9/F Sports Hall (#1-3)	Pitch No. 2: Full	Multi-Purpose Practice Bay No. _____
	½ Pitch No. 2A	Sand Bunker & Putting Green
	½ Pitch No. 2B	Cricket Net
Suen Chi Sun Hall	½ Pitch No. 2C	Table-Tennis Room No. _____
Multi-purpose Room #1	Pitch No. 4: Full	Multi-Purpose Room
Multi-purpose Room #2	½ Pitch No. 4A	
	½ Pitch No. 4B	Henry Fok Swimming Pool
Ho Tim Hall	Pitch No. 3	Whole Swimming Pool (Min.3 hrs.)
Multi-Purpose Room	Athletics Track & Field	Swimming Lane No. _____
	Athletics Field Event	
	Long Jump	Others (please specify):
	High Jump	
	Shot Put	
	Discus/Javelin throw	
	Athletics Track	
	Lane #3-5	
	Lane #6-8	
<u>ACTIVITY</u>	<u>NO. OF PARTICIPANTS</u>	<u>COMPULSORY DOCUMENTS</u>
		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
Society/Club/Hall/
Faculty/Dept
Chop Here*

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

	Qty		Qty
Electronic Scoring System		Audio system (Multi-purpose Room only)	
Portable Electronic Scoreboard (West Island School Sports Hall only)		Electronic whistle	
Portable Score Board		Public Address System (SHP3 & HFSP only)	
Stop Watch		Retractable Seating (West Island School Sports Hall only)	
		White Board without marker	
Others (please specify): _____			

(FOR OFFICE USE)

Checked by: _____ Date: _____
Booking Officer, CSE

Remarks: _____

Society/Club/Hall/Faculty/Dept: _____ Approved by: _____ Date: _____
Operations and Business Development Manager

INTERNAL GROUP SPECIAL BOOKING REGULATIONS

- 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).
- 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: 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 2024
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 with at least 2 weeks in advance. Major event such as interfloor competition, swimming gala and athletics meet which require the closure of sports hall, 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.
- All applications can only be considered when the event rundown and floorplan are attached to the Internal Group Special Booking Application Form.
- 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 (2819 5450) 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.
- When using outdoor facilities at or after 18:00, users must pay floodlit charges upon check-in at the reception counter, in Octopus/ PayWave / Union Pay / Apple Pay / Samsung Pay / credit cards (VISA and MasterCard). 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

- 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.
- All users should have valid student card or sports membership card when they access to 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 send the application form to CSE for processing. For details about the use of Drone, please refer to the HKU document below:
https://www.estates.hku.hk/download_file/3983/
- 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.

April 2023