



## Full-time Student and Staff

Full-time students and staff of HKU wishing to use the CSE online booking system can do so through:

1) **Desktop version:** login HKU portal, click "Campus Information Services" → "Service Departments" → "Centre for Sports and Exercise" → "Sports Facilities Booking". Then, click on the sport / activity that you are going to play. Pick a venue and choose a date to complete making an individual booking.

2) **Mobile version:** use your smartphones, click this link: <https://bs.cse.hku.hk> or scan the QR code below:



### Facilities available

#### **Suen Chi Sun Hall Multi-purpose Room**

Location: HKU Jockey Club Village II, 109 Pokfulam Road, Pokfulam, Hong Kong

- Multi-purpose room no. 2
- Mini-gym

#### **West Island School** (only limited timeslots available from Feb 2023 to Dec 2024)

Location: 250 Victoria Road, Hong Kong

- Badminton court (max. no. of users per court is 4)

#### **Stanley Ho Sports Centre**

Location: 10 Sha Wan Drive, Sandy Bay, Hong Kong

- Tennis courts (max. no. of users per venue is 4)
- Outdoor court (basketball/ volleyball/ handball/netball/5-a-side soccer-min. no. of users is 6)
- Golf sand bunker & putting green
- Swimming pool (No booking is required)
- Fitness Centre
- Multi-purpose room
- Table tennis room (max. no. of users per venue is 4)
- Pickleball courts (max. no. of users per court is 4)

#### **CSE Active (Centennial Campus)**

Location: Room 3.36, 3/F, The Jockey Club Tower

- Fitness Centre (Pre-registration required for peak hours until further notice.)

#### **HKU B-Active**

Location: 1/F, Novum Place, 460 Queen's Road West, Shek Tong Tsui, Hong Kong (HKU MTR Station Exit B1)

- Fitness Centre (Pre-registration required for peak hours until further notice.)



For more details about our rules and regulations governing the use of the facilities, please visit the link:  
<https://www.cse.hku.hk/facilities.asp?pageid=110>

## Booking Procedure

1. Full-time students and staff of HKU are permitted to book CSE facilities via the booking system, by telephone (verification of identity is required) or in person for free.
2. Individuals can make bookings 7 days in advance. Each individual can make a maximum of 7 advance bookings. Individuals may, however, use additional sessions by turning up in person at the Sports Centre reception counter or by telephone and use facilities that are available at the time (walk-in booking). If floodlight fee or guest fee must be paid for this additional booking, the individual has to show up in person at the counter to settle the fee.
3. One individual booking is a 1-hour session.
4. Individual is not permitted to make more than 1 advance booking at the same facility per day.
5. Individuals who have concurrent dual identities (e.g. current staff member who is also a current HKU student holding both the HKU staff card and student card) are only allowed to use one identity to make bookings. Any persons using more than one identity to make bookings will cause all their bookings automatically cancelled by CSE without prior notice.
6. Online booking can be made at 06:30-23:30 every day.
7. Other than that, bookings can be made from 07:00 to 22:30 by calling either the Suen Chi Sun Hall Multi-purpose Room or Stanley Ho Sports Centre. Bookings can also be made in-person from 07:30 to 22:30 at Suen Chi Sun Hall Multi-purpose Room or from 07:00 to 22:30 at Stanley Ho Sports Centre.
8. Bookings are accepted on a first-come-first-served basis.
9. If individuals wish to conduct activities not shown in the booking system, please contact CSE Booking Officer at [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk) to get approval before making a booking.
10. Individuals who wish to make bookings for Handball, Volleyball, Basketball, Netball, 5-a-side soccer must have a minimum of 6 participants when making the bookings.
11. The allocation of courts for badminton will be made on a sequential basis, based on the time the bookings are made (court 1>court2>court3 etc.)
12. Equipment will be set up before members use the facilities. For booking involving complex set up, please allow at least 5 minutes set up time at the beginning of your booking.
13. Normally, a floodlight fee will be charged to individuals who would like to use the tennis courts, pitches or Track & Field facilities after 18:30. This charge is payable during the checking-in process at the counter. Upon users' requests and subject to the weather conditions, floodlight can be switched on earlier than 18:30 at the CSE's discretion. Relevant charges will be required. Likewise, the CSE would request users to pay for and use the floodlight earlier than 18:30 when the Centre finds the weather conditions (e.g. a very dark cloudy day) unsafe for users to use the facilities without floodlight. The CSE reserves the right of barring individuals from using the facilities if they do not adhere to the Centre's guidelines on the use of floodlight. Please refer to [https://www.cse.hku.hk/document/Charges\\_Individual.pdf](https://www.cse.hku.hk/document/Charges_Individual.pdf) for the floodlight fees for various outdoor facilities.



14. Full-time students and staff (hereinafter referred as “valid HKU members”) are permitted to invite a maximum of 4 guests per visit / per 1-hour activity session at \$30.00 per head to use the sports facilities together. During the visits, the valid HKU members should keep and take good care of the payment receipt of the guest ticket(s) at all times for CSE staff’s checking as and when necessary. For guests visiting the Henry Fok swimming pool, a QR code will be shown on each ticket. Guests will be able to gain access into the pool area after scanning the codes at the QR code reader at the pool entrance. The valid HKU members should accompany the guests at all times during their visits. For more details about the guest policy, please visit [www.cse.hku.hk/membership.asp?pageid=115](http://www.cse.hku.hk/membership.asp?pageid=115).

### **Check-in**

1. Individuals are required to check-in in person with their HKU student / staff cards produced at the reception counter.
2. Check-in must be made for each individual booking.
3. Check-in can only be made within the time frame of 120 minutes before and up to 15 minutes after the starting time of the bookings.
4. Courts that have not been checked in will be reallocated to other users 15 minutes after the start time of the bookings.
5. Individual users who fail to check-in for a booking will be subject to a \$50 NO-SHOW fine. All existing and future bookings will be suspended until the fine is settled.
6. Check-in but not using facilities will be treated as a no-show case and will be subject to the same penalty. The users making the bookings will receive auto-emails about the penalties.
7. Payment of the no-show fines should be made at the Suen Chi Sun Hall Multi-purpose Room or Stanley Ho Sports Centre reception counter. If you wish to appeal against the fine(s), please do not pay it. Then, reply directly to the no-show fine email(s), stating clearly the reasons within 7 days from the issuing date of the email(s) for CSE’s consideration.
8. No appeal against the no-show fines will be accepted after 7 days from the date of the no-show fine notification emails and / or after the no-show fines have been settled.

### **Edit/Cancellation of bookings**

1. When members have to alter the any of their confirmed bookings, they can make the changes via the online booking system, telephone calls or by visiting the Sports Centres in person if there are more than 24 hours before the bookings. Below shows all the possible alternations.
  - a) Change the time of a confirmed booking with no change to the date and activity
  - b) Change the activity of a confirmed booking with no change to the date and time

How to change:

Go ahead and make a new booking. The system would then request you to make a swap with an existing booking. Simply select the unwanted booking and then submit the swap request.



2. Members who cannot take up bookings should cancel their bookings at least 24 hours in advance by using the online booking system, telephone or visiting the relevant Sports Centre in-person: Stanley Ho Sports Centre (39103244) / Suen Chi Sun Hall Multi-purpose Room (39103568).
3. In case of unstable or bad weather, members are required to call the relevant Sports Centre to confirm whether the facilities have been closed.
4. When black rainstorm warning signal or typhoon No. 8 signal (or higher) is issued, the sports facilities will be closed. The bookings will be cancelled automatically.

### **Regulations in case of system failure**

If the booking system has come to a halt due to network/host server problems, will members please take note of the following,

1. If the booking system is inoperative, facilities can be used on a walk-in basis only.
2. No advance bookings will be taken until the system has been restored.
3. Members having confirmed bookings will still be able to use the facilities at the time that they have originally booked. Check-in must be made in person at the reception counter as usual.
4. Cancellation of bookings must be made by telephone or in person.

For further information or clarification of the above, please contact the Suen Chi Sun Hall Multi-purpose Room reception counter at 3910-3568 or Stanley Ho Sports Centre reception counter at 3910-3244.

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

August 2024