



Internal Group Booking Policy

HKU Internal groups wishing to use the CSE online booking system can do so through the HKU Portal <https://hkuportal.hku.hk/login.html> or use [Internal Group Registration Form \(Student\)](#) / [Internal Group Registration Form \(Staff\)](#). Online booking is allowed daily in between 06:30-23:30.

By Desktop version: login HKU portal, click "Campus Information Services" → "Service Departments" → "Centre for Sports and Exercise" → "Sports Facilities Booking". Then, click on the activity that you wish to play, pick the venue and choose the date for making an individual booking.

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



A) Viewing availability

Availability of sports facilities can be viewed by clicking the following link:

https://bs.cse.hku.hk/ihpbooking/servlet/IHP_Booking/showActivityList1. This link will be displayed on the CSE website: [CSE's homepage (<https://www.cse.hku.hk>) → Go to "Facilities" → "Booking" → "Sports Facilities – Availability Checking"].

B) Facilities available

Flora Ho Sports Centre:

- Sports indoor hall (Min. no. of user: 10)
- Combat room
- Dance studio
- Multi-purpose room
- Badminton court (Max. no. of user play at the same time: 4/court)
- Squash court (Max. no. of user play at the same time: 2/court)
- Tennis court (Max. no. of user play at the same time: 4/court)
- Table tennis table (Max. no. of user play at the same time: 4/table)

Stanley Ho Sports Centre:

- Grass/Artificial pitch (Min. no. of user: 10/half pitch)
- Multi-purpose outdoor court (Min. no. of user: 6)
- Swimming pool (Min. no. of swimmer per lane is 10 & Max. no. of swimmer per lane is 20)
- Golf driving bay
- Golf sand bunker & putting green
- Softball pitching machine (Min. no. of user is 2; Max. no. of user is 6)
- Running Track (Min. no. of user: 10/3 lanes)
- Athletic Field event (Min. no. of user: 6)
- Whole swimming pool and Track & Field (Min. no. of user: 60)
- Multi-purpose room
- Table tennis room (Max. no. of user play at the same time: 4/table)

C) General information

1. Student halls, faculties, independent clubs, association clubs, departmental societies and staff departments have to be a registered club under CSE in order to make online bookings or send in an internal group special booking application form to the CSE Booking Officer via email (csebooking.officer@hku.hk). The internal group registration form can be downloaded from https://www.cse.hku.hk/document/ig-reg_form.pdf
2. Online bookings may be made up to 4 weeks in advance and all bookings are subject to availability.
3. Definition of Quota:
 - 1 quota for sports hall refers to activities of basketball, volleyball and handball;
 - 1 quota for pitch refer to 1 half pitch except pitch 3;
 - 1 quota for squash and tennis refer to 1 court;
 - 1 quota of swimming refer to 1 lane;
 - other quota refers to 1 court/table of other sports except that golf driving bay refer to 4 bays per 1 quota and track refer to 3 lanes per quota.

Maximum no. of hour per booking is 2 hours.

4. Definition of week: Sunday 06:30 to Saturday 22:30; however, opening hours of different sports centres and swimming pool are different, details refer to: <https://www.cse.hku.hk/facilities.asp?pageid=118> & <https://www.cse.hku.hk/facilities.asp?pageid=120>
5. Residential Halls are allocated a quota of **TWENTY-SIX quotas** per week. A maximum of **five sports halls, eight pitches, two squash, two tennis and nine other bookings** are permitted to be made each week per hall.
6. Non-Residential Halls are allocated a quota of **TEN quotas** per week. A maximum of **three sports hall, one pitch, one squash/ tennis and five other bookings** are permitted to be made each week per hall.
7. Faculty Societies are allocated a quota based on size of the group.

Student No.	Faculty Societies	Maximum Quota per Week
1-700	Architectural Society Dental Society Education Society Law Association	SEVEN quotas: 1 sports hall 2 pitch 1 tennis/squash 3 others
701-1400	Arts Association Social Science Society	TWELVE quotas: 3 sports halls 2 pitches 1 tennis/squash 6 others
Above 1400	Business & Economic Association Engineering Society Medical Society Science Society	FOURTEEN quotas: 3 sports halls 3 pitches 1 tennis 1 squash 6 others

8. The Post Graduate Student Association (PGSA) is allocated **TEN** quotas per week. A maximum of **two sports halls, two tennis, two pitches and four other bookings** are permitted to be made each week.
9. The Residential Colleges (Lung Wah Street) is allocated **TEN** quotas per week. A maximum of **two sports halls, two tennis, two pitches and four other bookings** are permitted to be made each week.
10. Chinese Students & Scholars Association Undergraduate Department (CSSAUD) is allocated **ELEVEN** quotas per week. A maximum of **four sports hall, three pitches and four other booking** are permitted to be made each week.
11. Dancing club is allocated **TWO** quotas per week. Only dance studio, combat room is permitted to be made each week per groups.

12. Departmental staff groups are allocated a quota of **FIVE** quotas per week. A maximum of **one sports hall, two pitches and two other bookings** are permitted to be made each week per group.
13. Other internal groups not mentioned above if wish to make booking will be required to apply by means of special booking. Internal Group Special Booking Application Form with rules and regulations can be found at https://www.cse.hku.hk/document/ig-special_form.pdf
14. Bookings must be made by the club chairman or by one of the five other designated officials of the club. Bookings are accepted on a first-come-first served basis.
15. Transferring allocated quota between internal groups is strictly forbidden. Violation of this rule will have their booking rights suspended.
16. Internal group is allowed to make bookings of different venues at the same timeslot.
17. Internal group is **NOT** allowed to make bookings of different sports activities at the same venue for different timeslot per day.
18. Equipment requests can be made through the booking system directly and are subject to the approval of the Facility Management Team. If the equipment request is not made through the booking system, the group will have to send request via the Facility Management Online Request Form at <https://fm.cse.hku.hk> with at least 3 working days in advance.
19. Floodlight charges must be paid when booking outdoor facilities on or after 18:00 upon check-in at the reception counter for the following venues and rates:

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
Tennis Court	\$30 per court per hour

20. All internal group users should be members of that group and each user must possess a valid CSE sports membership card.
21. On-site request for changing the type of activity that have been booked and confirmed will not be allowed unless with the prior approval from the Facility Manager of Stanley Ho Sports Centre or Facility Operation Officer of Flora Ho Sports Centre.
22. Conducting multi-activities on a venue that has been booked for one purpose is not allowed unless with the prior approval from the Facility Manager of Stanley Ho Sports Centre or Facility Operation Officer of Flora Ho Sports Centre. Suspension of booking rights for internal groups found violating this rule will be imposed.
23. Groups wishing to conduct a special activity at any venue which has no such activity provided at the booking system have to make such a booking by filling in Internal Group Special Booking Application Form, which can be download at https://www.cse.hku.hk/document/ig-special_form.pdf
24. Groups wishing to bring in guest teams and/or coaches have to apply and get prior approval from the Facility Management Team by sending request via the Facility Management Online Request Form at <https://fm.cse.hku.hk> with at least 3 working days in advance. Guest fee will apply. Please visit <https://www.cse.hku.hk/membership.asp?pageid=115> for more details.
25. 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>

D) Checking in

1. All internal groups must check-in at the reception counter before using the facilities. Check-in can be completed by registered officials or representative that possesses the confirmation e-mail copy chopped by the relevant internal group.
2. 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 booking. When booking is not being check-in on time, the venue will be released for other users.

3. If a group does not check-in within the first 15 min. of the booking session, the group will be penalized with a No Show Fine of \$200. However, if this case is caused by the group which comes late, then the group may request to use the venue via our counter staff. However, this request will be accepted only for the first hour. The use of the second hour of the booking is subject to the availability.
4. If a group does not check-in within the first 15 min. to the whole swimming pool booking or whole track & field booking, the whole Flora Ho sports hall booking without legitimate reason, CSE has the right to re-open the facilities to other users. The group that does not show up for such booking will be penalized with a No Show Fine of \$2,000 and suspension of booking privilege.
5. Checking in but not using facilities will be treated as a no-show case and is subject to the same penalty. E-mail notification of such violation will be sent to the hirer by the system.
6. Violation of the restriction of total number of users per booking will be subject to a penalty.
7. Payment of the no-show fine should be made at the Flora Ho or Stanley Ho Sports Centre by Octopus/Credit cards/PayWave/Google Pay. If you wish to make an appeal against the fine, please **Do NOT** pay the no-show fine, but reply directly to the no-show fine notification e-mail, stating clearly the reasons for CSE's consideration. **Any no-show fine paid is non-refundable.**
8. No appeal against the no-show fine will be accepted after 7 days from the date of the no-show fine notification e-mail.

E) Edit/Cancellation of bookings

1. When members have to alter any of their confirmed bookings, they can make the changes via online booking system with at least 24 hours in advance.
2. All cancellations of bookings must be made with at least 24 hours in advance of the booking and can be made either online, in person, or by phone to the relevant reception counter. For major booking made to the whole swimming pool or Athletic track and field, the whole Flora Ho sports hall, cancellation has to be made with at least 1 week in advance.
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. If the facilities have not been closed due to inclement weather, the booking will still be valid.
4. Failure to cancel bookings 24 hours in advance will result in a group having to forfeit their use of the University's sports facilities and pay a \$200 NO SHOW fine. All outstanding bookings and quotas will be suspended until the fine is paid. For major booking made to the whole swimming pool or Athletic track and field, the NO SHOW fine is \$2,000 and booking privilege will be suspended.
5. Equipment will be set up with at least 5 minutes at the beginning of the booking.
6. The CSE reserves the right to refuse or cancel bookings at any time.

F) Regulations in case of system failure

In the situation where the booking system has come to a halt due to network/host server problems members must adopt the following procedures-

1. If the booking system is unavailable, groups should book facilities on a walk-in basis only.
2. No advance bookings will be taken until the system has been restored.
3. Members having remaining 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.
4. Cancellation of bookings must be made by telephone or in person.

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

Further information or clarification of the above can be obtained from the Booking Officer of CSE Booking Officer, Tel: 2817 4944.