

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>. To register your internal group with CSE, please fill out one of the following forms: [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 the 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 is also displayed on the CSE website: [CSE's homepage (<https://www.cse.hku.hk>) → Go to "Facilities" → "Booking" → "Sports Facilities – Availability Checking"].

B) Facilities available

Satellite Venues:

A) Suen Chi Sun Hall Multi-purpose Room:

- Multi-purpose room

B) Ho Tim Hall Multi-purpose Room:

- Multi-purpose room

C) West Island School

- Sports Indoor Hall (Min. no. of user:10)

Stanley Ho Sports Centre:

- Grass/Artificial pitch (Min. no. of user: 10/half pitch)
- Multi-purpose outdoor court (basketball/handball/netball/5-a-side soccer: min. no. of user: 6)
- Swimming pool (Min. no. of swimmer per lane:10 & Max. no. of swimmer per lane: 20)
- Golf driving bay
- Golf sand bunker & putting green
- 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 groups have to be a registered club under CSE in order to make online bookings or send in an internal group special booking application - 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_student.pdf (for student group), https://www.cse.hku.hk/document/ig-reg_form_staff.pdf (for staff group)
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 = 1 basketball court/volleyball court booking;
 - 1 quota for pitch = 1 half pitch booking (except pitch 3);
 - 1 quota for tennis = 1 tennis court booking;
 - 1 quota of swimming = 1 swimming lane booking;
 - 1 “other” quota refers to 1 court/table of other sports except golf driving bay (4 bays per quota) and track (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=106>
5. Residential Halls are allocated with **TWENTY-FOUR quotas** per week. A maximum of **five sports halls, eight pitches, two tennis and nine other bookings** can be made each week per hall.
6. Non-Residential Halls are allocated with **TEN quotas** per week. A maximum of **three sports hall, one pitch, one tennis and five other bookings** can 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	<u>SEVEN</u> quotas: 1 sports hall 2 pitch 1 tennis 3 others
701-1400	Arts Association Social Science Society	<u>TWELVE</u> quotas: 3 sports halls 2 pitches 1 tennis 6 others
Above 1400	Business & Economic Association Engineering Society Medical Society Science Society	<u>THIRTEEN</u> quotas: 3 sports halls 3 pitches 1 tennis 6 others

8. The Post Graduate Student Association (PGSA) is allocated with **ELEVEN** quotas per week. A maximum of **two sports halls, two tennis, two pitches, one badminton court and four other bookings** can be made each week.
9. Each Residential Colleges (Lung Wah Street) is allocated with **TEN** quotas per week. A maximum of **two sports halls, two tennis, two pitches and four other bookings** can be made each week.
10. Dancing club is allocated with **TWO** quotas per week. Only multi-purpose room can be booked by the club.
11. Departmental staff groups are allocated with **FOUR** quotas per week. A maximum of **two pitches and two other bookings** can be made each week per group.

12. Other internal groups not mentioned above can make use of CSE facilities 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
13. 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.
14. Transferring allocated quota between internal groups is strictly forbidden. Violation of this rule will lead to suspension of group booking rights.
15. Internal group is allowed to make bookings of different venues at the same timeslot.
16. Internal group is **NOT** allowed to make bookings for the same venue more than once per day, even if the venue(s) is used for different sports.
17. Equipment requests can be made on the booking system 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> at least 3 working days in advance.
18. Floodlight charges must be paid when using outdoor facilities at or after 18:00 upon check-in at the reception counter for the following 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
Tennis Court	\$30 per court per hour

19. All internal group users should be members of that group and each user must possess a valid University Identity Card.
20. On-site request for changing the type of activity that have been confirmed will not be allowed unless with the prior approval from the Facility Management Team.
21. Conducting multi-activities at a venue that has been booked for one purpose is not allowed unless with prior approval from the Facility Management Team. Internal groups found violating this rule may face suspension of booking rights.
22. Groups wishing to conduct a special activity at any venue which is not on the list have to submit a special 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
23. Groups wishing to bring in guest teams and/or coaches have to receive prior approval from the Facility Management Team. Application can be submitted via the Facility Management Online Request Form at <https://fm.cse.hku.hk> at least 3 working days in advance. Guest fees may apply. Please visit <https://www.cse.hku.hk/membership.asp?pageid=115> for more details.
24. Each student group may invite a maximum of 2 guest coaches for each sport to guide the group’s trainings in Morning Practice Sessions arranged by the CSE. \$30 will be charged for each coach entry during the Sessions.
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. For details on the use of Drone at HKU premises, please refer to the HKU document below: https://www.estates.hku.hk/download_file/3983/

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 representatives that have been registered in the CSE booking system.
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 the group comes late rather than “no show”, the group may still request to use the venue by contacting our counter staff. However, this request will be accepted only during the first hour. Use of venue in the second hour of original booking is subject to the venue

availability.

4. If a group fails to check-in within the first 15 min. of any whole swimming pool booking, whole track & field booking, or whole 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 without using facilities will be treated as “no-show” and is subject to the same penalty. Notification for such violation will be sent to the hirer by e-mail.
6. Violation of rules on the number of users for different bookings will be subject to a penalty.
7. Payment of no-show fines should be made at the Suen Chi Sun Hall Multi-purpose Room (0730-2230), Ho Tim Hall Multi-purpose Room (1200-1900) or Stanley Ho Sports Centre (0730-2230) by Octopus/Credit cards/PayWave/Google Pay. If you wish to make an appeal against the fine, please **Do NOT settle the fine**, but reply directly to the no-show fine notification e-mail, stating clearly the reasons for CSE's consideration. Funds are non-refundable once they are settled.
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 if it is more than 24 hours in advance.
2. All cancellations of bookings must be made at least 24 hours in advance of the booking and can be made either online, in person, or by phone by calling the relevant reception counter. For major bookings made for whole swimming pool, whole athletic track and field or whole 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 concerned will still be valid.
4. Failure to cancel booking within the time limits above-mentioned will result in suspension of the group's booking rights until the NO SHOW fine is settled. The no -show fine for each ordinary booking is \$200 while that for each major booking (involving the use of the whole swimming pool, whole athletic track and field or whole sports hall) is \$2,000.
5. Basic equipment will be set up within the first 5 minutes of booking. More complex setting may take more time to complete.
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, 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.
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 Officers of CSE Booking Officer, Email: csebooking.officer@hku.hk or Tel: 3910 3558.

December 2023