



Regulations Governing the Use of West Island School Sports Facilities during HKU booking hours (3/F Sports Hall and 9/F Arena)

GENERAL

1. Users should hold a valid booking before arrival. NO on-site booking request will be entertained.
2. Users can view venue availability via this [link](#) and book the facilities through our booking hotline (3910 3244) or booking system via HKU portal as normal. Booking rules and regulations of CSE would apply, with priority going to student groups first, then individual users.
3. Users are required to enter and leave the school through the 6/F Front Entrance facing Victoria Road.
4. A valid **HKU identity** (staff/student/membership card) must be presented to the security guard upon arrival. Guests must be accompanied by the eligible parties during their visit to the sports facilities.
5. Users please check-in the court booking with CSE staff at your booking venue.
6. Smoking is strictly prohibited in all areas.
7. Any behaviors that may cause danger or affect the image of the University will not be tolerated. CSE staff are authorized to ask any hirers/users to leave the venue if such behavior is found.
8. Private teaching / coaching is not allowed without prior approval from the Operations and Business Development Manager.
9. Eating, drinking or carrying glasses within any playing field/court shall not be allowed, except for capped plastic bottles of water or sports drinks.
10. Only non-marking shoes are allowed when using indoor facilities.
11. Except with special permission, users and guests are not allowed to use radio, portable music players or similar equipment, or play any musical instruments in the facilities.
12. No photo-taking, video or audio recording is allowed without prior approval from the CSE Facility Manager.
13. No parking is allowed for HKU users and please make use of public transport.

ARRANGEMENT DURING ADVERSE WEATHER CONDITIONS

1. **Typhoon Signal Number 8**
 - a. All booking will be suspended 2 hours prior to an anticipated issuance of typhoon No. 8 signal as announced by the Hong Kong Observatory.
 - b. Facilities will normally reopen 2 hours after typhoon signal No. 8 or above is lowered. However, users are advised to check the CSE's [website](#) for the up-to-date reopening hours as the facilities may require more preparation time to resume normal operations.
2. **Black Rainstorm Warning**
 - a. Users are advised to check the CSE's [website](#) for the up-to-date reopening hours if black rainstorm warning is in force 1 hour prior to our normal opening hours as the facilities may require more preparation time to resume operation.
 - b. Users are not recommended to travel to/leave our facilities under Black Rainstorm warning. Users may consider staying at the 4/F cafeteria if the signal is hoisted during the booking time.

CHANGING ROOMS, EQUIPMENT AND DAMAGE

1. Toilet facilities are available on both 3/F and 9/F. Showering facilities are only available in the changing rooms at the 3/F.
2. The University or West Island School will not be responsible for loss or damage to personal property. Individuals need to take care of their own property. PLEASE DO NOT LEAVE VALUABLES IN THE CHANGING ROOMS or PUBLIC AREAS.
3. Users should arrive at the school no more than 30 minutes before the booking time and leave the school within 30 minutes upon the session completion. No casual tour around the school will be allowed.
4. Users can make use of the 4/F cafeteria to wait for their sessions to start.

5. Any damage noticed should be reported as soon as possible to the CSE facility staff on-site. Users will be held responsible for any willful damage to any University/WIS property (including lockers, windows, flooring, furniture, etc.).

EMERGENCY AND UNIVERSITY'S LIABILITY FOR ACCIDENTS

1. First Aid Kits and Automatic External Defibrillator (AED) are available at the facilities. Users please check with CSE facility staff on-site for assistance.
2. Users of sports facilities participate in activities at their own risk and the University will accept no responsibility or liability arising out of use of the sports facilities provided. All persons who enter the sports facilities therefore do so at their own risk and with full acceptance of these risks, and that the University will not accept any responsibility or liability for any incident that arises within the location.
3. Users are expected to take note of the capacity limit of each sports venue that is indicated on the website and booking confirmation email. Special prior permission from the Facility Management Team of CSE is required if the number of participants will exceed the limit.

AUTHORITY

1. Users shall always behave in a safe and decorous manner within the sports facilities and shall cooperate with the staff of the CSE and WIS to ensure that these Regulations and any subsidiary rules laid down are adhered to. The Director and his/her delegated appointee(s) shall have the authority (i) to request any user to leave the sports facilities, or to cancel their sports membership; or (ii) to suspend temporarily user privileges, for infringement of these Regulations or subsidiary rules and the Director of CSE has the authority to debar any users or persons from using the facilities and/or other user privileges either temporarily or indefinitely.

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

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