

**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)

<p align="center"><u>DATE REQUESTED</u></p> <p align="center">DAY/ MONTH /YEAR</p> <p>On/From: _____</p> <p>To: _____</p>	<p align="center"><u>DAY OF WEEK</u></p>	<p align="center"><u>TIME</u></p> <p align="center"><u>Use International Time</u></p> <p>From: _____</p> <p>To: _____</p>																																																											
<p>LOCATION: (Please '✓' as appropriate)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;"><u>West Island School</u></td> <td style="width:33%;"><u>Stanley Ho Sports Centre</u></td> <td style="width:33%;"><u>Stanley Ho Sports Centre</u></td> </tr> <tr> <td>3/F Sports Hall (#1-6)</td> <td>Pitch No. 1: Full</td> <td>Tennis Court No. _____</td> </tr> <tr> <td>3/F Sports Hall (#1-3)</td> <td>½ Pitch No. 1A</td> <td>All Weather Area</td> </tr> <tr> <td>3/F Sports Hall (#4-6)</td> <td>½ Pitch No. 1B</td> <td>Multi-Purpose Court</td> </tr> <tr> <td>9/F Sports Hall (#1-3)</td> <td>Pitch No. 2: Full</td> <td>Multi-Purpose Practice Bay No. _____</td> </tr> <tr> <td></td> <td>½ Pitch No. 2A</td> <td>Sand Bunker & Putting Green</td> </tr> <tr> <td><u>Suen Chi Sun Hall</u></td> <td>½ Pitch No. 2B</td> <td>Cricket Net</td> </tr> <tr> <td>Multi-purpose Room #1</td> <td>½ Pitch No. 2C</td> <td>Table-Tennis Room No. _____</td> </tr> <tr> <td>Multi-purpose Room #2</td> <td>Pitch No. 4: Full</td> <td>Multi-Purpose Room</td> </tr> <tr> <td></td> <td>½ Pitch No. 4A</td> <td></td> </tr> <tr> <td><u>Ho Tim Hall</u></td> <td>½ Pitch No. 4B</td> <td><u>Henry Fok Swimming Pool</u></td> </tr> <tr> <td>Multi-Purpose Room</td> <td>Pitch No. 3</td> <td>Whole Swimming Pool (Min.3 hrs.)</td> </tr> <tr> <td></td> <td>Athletics Track & Field</td> <td>Swimming Lane No. _____</td> </tr> <tr> <td></td> <td><u>Athletics Field Event</u></td> <td></td> </tr> <tr> <td></td> <td>Long Jump</td> <td rowspan="5">Others (please specify):</td> </tr> <tr> <td></td> <td>High Jump</td> </tr> <tr> <td></td> <td>Shot Put</td> </tr> <tr> <td></td> <td>Discus/Javelin throw</td> </tr> <tr> <td></td> <td><u>Athletics Track</u></td> </tr> <tr> <td></td> <td>Lane #3-5</td> <td></td> </tr> <tr> <td></td> <td>Lane #6-8</td> <td></td> </tr> </table>			<u>West Island School</u>	<u>Stanley Ho Sports Centre</u>	<u>Stanley Ho Sports Centre</u>	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	<u>Suen Chi Sun Hall</u>	½ Pitch No. 2B	Cricket Net	Multi-purpose Room #1	½ Pitch No. 2C	Table-Tennis Room No. _____	Multi-purpose Room #2	Pitch No. 4: Full	Multi-Purpose Room		½ Pitch No. 4A		<u>Ho Tim Hall</u>	½ Pitch No. 4B	<u>Henry Fok Swimming Pool</u>	Multi-Purpose Room	Pitch No. 3	Whole Swimming Pool (Min.3 hrs.)		Athletics Track & Field	Swimming Lane No. _____		<u>Athletics Field Event</u>			Long Jump	Others (please specify):		High Jump		Shot Put		Discus/Javelin throw		<u>Athletics Track</u>		Lane #3-5			Lane #6-8	
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		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

1. Applications for bookings can only be made by registered group such as: halls, faculties, societies, departments, Sports Association clubs and other clubs approved/recognized by the Centre for Sports and Exercise (CSE).
2. 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 an approved representative 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

4. All bookings are subject to availability. Applications must be made at least 2 weeks in advance. For major events 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 at least 4 weeks in advance. Bookings made more than 6 weeks in advance are listed as provisional and are subject to confirmation by the CSE.
5. All applications will only be considered when event rundowns and floorplans are attached.
6. For booking cancellations, applicants must notify CSE at least **24 hours before the booking start time (or 7 days for major events)** by calling CSE (2819 5450) or by e-mail (csebooking.officer@hku.hk). Those who fail to do so will be subject to NO-SHOW fines, and they will be banned from using the University sports facilities and making new bookings. All their bookings made previously will also be suspended until the NO-SHOW fines (\$200 per ordinary booking and \$2,000 per major event booking) are settled.
7. When using outdoor facilities at or after 18:00, users must pay floodlight fees upon check-in at the reception counter (by E-payments only). 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

8. All users must present their approved booking application when they report at the counter upon arrival. Users must do so within 120 minutes before and 15 minutes after the bookings start time.
9. All users should have valid student cards or sports membership cards when they access the booked facilities.
10. 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 submit the application form via CSE. For more information about the use of Drone, please refer to the HKU document below:
https://www.estates.hku.hk/download_file/3983/
11. Any request for equipment / special setup (if not mentioned in the application) should be made at least 3 working days in advance of the booking(s) concerned via <https://fm.cse.hku.hk/> for our consideration / approval.

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

April 2024