



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



### Facilities available

<b>Flora Ho Sports Centre</b>
Location: 111-113 Pokfulam Road, Pokfulam, Hong Kong
<ul style="list-style-type: none"><li>• Badminton (max. no. of user per venue is 4)</li><li>• Squash court (max. no. of user is 2)</li><li>• Combat room</li><li>• Multi-purpose room No. 2</li><li>• Table tennis room (max. no. of user per venue is 4)</li><li>• Fitness Centre (No booking is required)</li></ul>
<b>Stanley Ho Sports Centre</b>
Location: 10 Sha Wan Drive, Sandy Bay, Hong Kong
<ul style="list-style-type: none"><li>• Tennis courts (max. no. of user per venue is 4)</li><li>• Outdoor court (basketball/volleyball/handball/netball/5-a-side soccer - min. no. of user is 6)</li><li>• Golf sand bunker &amp; putting green</li><li>• Softball pitching machine (min. no. of user is 2; max. no. of user is 6)</li><li>• Swimming pool (No booking is required)</li><li>• Fitness Centre (<u>Pre-registration</u> is required under COVID-19 precautionary measures until further notice.)</li><li>• Multi-purpose room</li><li>• Table tennis room (max. no. of user per venue is 4)</li></ul>
<b>Active (Centennial Campus)</b>
Location: Room 3.36, 3/F, The Jockey Club Tower
<ul style="list-style-type: none"><li>• Fitness Centre (<u>Pre-registration</u> is required under COVID-19 precautionary measures until further notice.)</li></ul>
<b>HKU B-Active</b>
Location: 1/F, Novum Place, 460 Queen's Road West, Shek Tong Tsui, Hong Kong (HKU MTR Station Exit B1)
<ul style="list-style-type: none"><li>• Fitness Centre (<u>Pre-registration</u> is required under COVID-19 precautionary measures until further notice.)</li></ul>



For the details of our rules and regulations governing the facilities, please visit the link:

Indoor and Outdoor Sports Facilities: [https://www.cse.hku.hk/images/facility/pdf/regulations\\_sf.pdf](https://www.cse.hku.hk/images/facility/pdf/regulations_sf.pdf)

Swimming Pool: [https://www.cse.hku.hk/images/facility/pdf/regulations\\_sp.pdf](https://www.cse.hku.hk/images/facility/pdf/regulations_sp.pdf)

### Booking Procedure

1. Full time student 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 booking with 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 has to be paid for this additional booking, the individual has to show up in person at the counter.
3. Individual bookings are counted as 1 hour session for each.
4. Individual is not permitted to make more than 1 advance booking at the same facility per day.
5. Individual who have concurrent dual identities (e.g. current staff who are also current students holding both HKU staff card and student card at the same time) is only allowed to use one identity to make any bookings. Any double bookings under the same person by using the other booking privilege will be automatically cancelled by CSE without prior notice.
6. Online booking can be made between 06:30-23:30 daily.
7. Telephone booking can be made from 07:00 to 22:30 at both Flora Ho & Stanley Ho Sports Centre. In-person booking can be made from 07:30 to 22:30 at Flora Ho and 07:00 to 22:30 at Stanley Ho Sports Centre.
8. Bookings are accepted on a first-come-first-served basis.
9. If individual wishes to conduct activities which are not shown at the booking system, please contact Facility manager of SHSC (Mr. Simon Wong, [simonlk@hku.hk](mailto:simonlk@hku.hk)) or Facility Operation Officer of FHSC (Ms. Apple Chan, [clpapple@hku.hk](mailto:clpapple@hku.hk)) to seek for approval before making booking via the Booking system.
10. Individuals who wish to make bookings for Volleyball, Basketball, Netball, 5-a-side soccer must have a minimum of 6 participants when making advance booking.
11. The allocation of courts for badminton will be made on a sequential basis when 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 of \$30 per hour will be charged to individuals who book the tennis courts after 18:30. This charge is payable when checking-in to use the court. Please note that subject to weather conditions and the CSE's discretion, floodlight can be switched on earlier than 18:30 upon users' request and payment of the fee required. Likewise, the CSE would request users to pay for and use the floodlight earlier than 18:30 when the Centre finds the weather condition (e.g. on a very dark cloudy day) is unsafe for users to use the tennis court without floodlighting. The CSE reserves the right of barring individuals from using the tennis courts if they do not adhere to the Centre's floodlighting arrangement.



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14. Full time student and staff 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. During visits to Sports Centre, students and staff should keep and take good care of the payment receipt of the guest ticket(s) at all times for checking by the CSE staff as and when necessary. For Henry Fok swimming pool, QR code swimming guest ticket will be issued and guest swimmers can scan it at the pool turnstile to gain access. Students and staff should accompany with the guest at all times during the visit in the Sports Centres.

For the details of the guest policy, please visit the link: <https://www.cse.hku.hk/membership.asp?pageid=115>.

### **Check-in**

1. Individuals are required to check-in the facility in person with presenting their student/staff/membership cards at the reception counter.
2. Check-in must be made for each individual booking.
3. Check-in for bookings can only be made between 120 minutes before the starting time of a booking to 15 minutes after the starting time of the booking.
4. Courts that have not been checked in will be reallocated to other users 15 minutes after the starting time of the booking.
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 subjected to the same penalty. E-mail notification of such violation will be sent to the hirer automatically once identified.
7. Payment of the no-show fine should be made at the Flora Ho or Stanley Ho Sports Centre reception counter. If you wish to make an appeal against the fine, please do not settle the no show fine. Then, reply directly to the no-show fine notification e-mail, stating clearly the reasons within 7 days from the issuing date of the e-mail for CSE's consideration.
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 and / or after the no-show fine has been settled.

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

1. When members have to alter the any of their confirmed bookings, they can make the changes at the online booking system with at least 24 hours in advance. Here list all the possible scenarios for the reference of alteration:
  - a. Change the booking time of a confirmed booking with no change to the date and activity: Make a new booking with the same date and activity but choose a different timeslot. The system would then request you to make a swap with the former booking. Simply check the relevant booking and then submit the swop request.
  - b. Change the activity of a confirmed booking with no change to the date and time: Make a new booking with the same date and time but choose a different activity. The system would then request you to make a swap with the former booking. Simply check the relevant booking and then submit the swop request.



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2. Members who cannot take up bookings should cancel their bookings via the booking system, by telephone or in person at the relevant Sports Centre: Stanley Ho Sports Centre (28194427) or Flora Ho Sports Centre (28173768) at least 24 hours 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.
4. In the event of adverse weather, the sports facilities will be closed when a black rainstorm warning or typhoon No. 8 signal or higher is issued. The bookings will be cancelled automatically.

**Regulations in case of system failure**

In the situation where the booking system has come to a halt due to network/host server problems, will members please take note to the followings,

1. If the booking system is unavailable, then individuals may book facilities on a walk-in basis only.
2. No advance bookings will be taken until the system has been restored.
3. Members with outstanding bookings will still be able to use the facilities at the time that they had originally booked. Check-in must be made in person at the Sports Centre reception desks.
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.

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