



## **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 between 06:30 and 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 sport / 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](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 users:10)

#### Stanley Ho Sports Centre:

- Grass/Artificial pitch (Min. no. of users: 10/half pitch)
- Multi-purpose outdoor court (basketball/handball/netball/5-a-side soccer: min. no. of users: 6)
- Swimming pool (Min. no. of swimmers per lane:10 & Max. no. of swimmers per lane: 20)
- Golf driving bay
- Golf sand bunker & putting green
- Running Track (Min. no. of users: 10/every 3 lanes)
- Athletic Field event (Min. no. of users: 6)
- Whole swimming pool and Track & Field (Min. no. of users: 60)
- Multi-purpose room
- Table tennis room (Max. no. of users playing 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. The internal group registration form can be downloaded at [https://www.cse.hku.hk/document/ig-reg\\_form\\_student.pdf](https://www.cse.hku.hk/document/ig-reg_form_student.pdf) (for student groups) or [https://www.cse.hku.hk/document/ig-reg\\_form\\_staff.pdf](https://www.cse.hku.hk/document/ig-reg_form_staff.pdf) (for staff groups)
2. Online bookings may be made up to 4 weeks in advance and all bookings are subject to facility availabilities.
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 for other sports except golf driving bay (4 bays per quota) and track (3 lanes per quota).

**Maximum no. of hours per booking = 2 hours.**

4. Definition of week: Sunday 06:30 to Saturday 22:30; Opening hours of different sports centres and swimming pool may vary, please 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 halls, one pitch, one tennis and five other bookings** can be made each week per hall.
7. Faculty Societies are allocated a quota based on their sizes.

Student No.	Faculty Societies	Booking Quota per Week
1-700	Architectural Society Dental Society Education Society Law Association	<b><u>SEVEN</u></b> quotas: 1 sports hall 2 pitch 1 tennis 3 others
701-1400	Arts Association Social Science Society	<b><u>TWELVE</u></b> quotas: 3 sports halls 2 pitches 1 tennis 6 others
Above 1400	Business & Economic Association Engineering Society Medical Society Science Society	<b><u>THIRTEEN</u></b> 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 College (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 bookings.

Internal Group Special Booking Form together with relevant rules and regulations can be found at [https://www.cse.hku.hk/document/ig-special\\_form.pdf](https://www.cse.hku.hk/document/ig-special_form.pdf)

13. Bookings must be made by the chairpersons or one of the designated representatives of the groups. 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 groups can make bookings for different venues at the same timeslot.
16. Internal groups are **NOT** allowed to make bookings for the same venue(s) for more than once per day, even if the venue(s) will be 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. After a booking is confirmed, any request shall be sent via the Facility Management Online Request Form at <https://fm.cse.hku.hk>. Requests submitted less than 3 working days in advance will be rejected.
18. Basic equipment will be set up within the first 5 minutes of booking. More complex setting may take more time to complete.
19. 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

20. All internal group bookings' users should be members of that group and each user must possess a valid University Identity Card.
21. On-site requests for changing the bookings' nature / type of activity will not be allowed unless with prior approval from the Facility Management Team.
22. Conducting multi-activities at a venue that has been booked for only one activity is not allowed unless with prior approval from the Facility Management Team. Internal groups found violating this rule may face suspension of booking rights.
23. Groups wishing to use any CSE facilities to conduct a special activity, which is not on the list of regular sports / activities, should submit a special booking request by filling in an Internal Group Special Booking Application Form available at [https://www.cse.hku.hk/document/ig-special\\_form.pdf](https://www.cse.hku.hk/document/ig-special_form.pdf)
24. Groups wishing to bring in guest teams and/or coaches have to receive prior approval from the Facility Management Team. Application must 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.
25. 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.
26. 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 more details on the use of Drone at HKU premises, please refer to the HKU document below: [https://www.estates.hku.hk/download\\_file/3983/](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 one of the group's representatives who has 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 bookings. When a booking is not checked-in on time, the venue/facility will be released to other possible users.
3. If a group does not check-in within the first 15 min. of a booked 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. Such requests will be accepted only during the

first hour. Use of the venue in the second hour of the original booking is subject to 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. Not using the facilities after checking-in will be treated as “no-show” and is subject to the same penalty. Notifications for such violations will be sent to the members concerned by e-mail.
6. Violations of the rules on the number of users for different bookings will be subject to the same 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 appeal against a 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 fines will be accepted after 7 days from the date of the no-show fine notification e-mails.

### **E) Edit/Cancellation of bookings**

1. When members have to alter any of their confirmed bookings, they can make the changes via the online booking system if it is more than 24 hours in advance.
2. All cancellations must be made at least 24 hours in advance of the bookings and can be made either online, in person, or by phone by calling the relevant reception counter. For major bookings involving the use of whole swimming pool, whole athletic track and field or whole sports hall, cancellations have to be made 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 bookings concerned will still be valid.
4. Failure to cancel bookings within the time limits above-mentioned will result in suspension of the group's booking rights until all the NO-SHOW fines are settled. The no-show fine for each ordinary booking is \$200 while that for each major booking (involving the use of whole swimming pool, whole athletic track and field or whole sports hall) is \$2,000.
5. The CSE reserves the right to refuse or cancel bookings at any time.

### **F) Regulations in case of system failure**

If the booking system has come to a halt due to network/host server problems, will members please take note of the following,

1. If the booking system is inoperative, 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 as usual.
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 CSE Booking Officer, Email: [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk) or Tel: 3910 3558.

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