

**Notes on Booking Facilities in Kwun Tong Community Halls/Community Centres**  
**(With effect from 1.10.2012)**

1. Applicant organizations are divided into “Category A Organizations” and “Category B Organizations”. Details of categorization are as follows (For first-time applicant, registration document of the organization should be enclosed):

<b>Category A Organizations</b>	i) Government departments ; ii) Subvented welfare agencies ; iii) Subvented educational institutions, subvented schools and non-profit making schools ; iv) Offices of the Legislative Councillors and District Councillors ; v) Charitable organizations (e.g. Pok Oi Hospital, Yan Oi Tong etc) and non-profit making organizations (e.g. Mutual Aid Committees, Children’s Clubs, Kaifong Welfare Associations etc) which are under the sponsorship of legitimate organizations or Government departments ; vi) Local committees recognized by the Government (e.g. Area Committees, District Youth Programme Committees, District Fight Crime Committees, District Fire Safety Committees etc ) ; vii) Owners’ Corporations and Owners’ Committees ; viii) Charitable organizations or trust of a public character with proof of tax exemption issued by Inland Revenue Department ; ix) Kwun Tong District Council and its committees ; and x) Major local organizations recognized by Kwun Tong District Council (comprising Kwun Tong District Culture and Recreation Promotion Association, Kwun Tong Sports Promotion Association, Kwun Tong Children’s Chorus, Kwun Tong Swimming Club, Kwun Tong Schools Liaison Committee).
<b>Category B Organizations</b>	Organizations with other registration documents (e.g. certificate of registration of society, business registration certificate)

2. The applicant should complete the Application Form of Using Facilities in Kwun Tong Community Halls/Community Centres for the next quarter and return it to the Kwun Tong District Office (hereinafter called “the KTDO”) **within the first 7 days** of each quarter (i.e. the 1<sup>st</sup> to 7<sup>th</sup> days of January, April, July and October). The Application Form may be returned in person, by fax or by mail. For Application Form submitted in person or by fax, the deadline for submission is 5:30 p.m. of the 7<sup>th</sup> day of each quarter. For Application Form submitted by mail, the deadline for submission is the 7<sup>th</sup> day of each quarter, based on date of postmark. The applicant must also submit the original application form before lot drawing otherwise the application will not be processed.
3. A public drawing of lots will be held **within 14 working days** after the deadline for submission. “Non-continuous” applications will be processed first, with successful Category A and Category B Organizations picked by drawing lots on a 1:1 basis. Specific “non-continuous” activities (Note 1) will be given priority to be processed in the first round of “non-continuous” drawing of lots. The remaining “non-continuous” activities can only be processed in the second round of “non-continuous” drawing of lots. After all the “non-continuous” applications are processed, Category A and Category B Organizations’ “continuous” applications will be processed by drawing lots on a 1:1 basis. For each non-continuous application, the maximum duration available for booking is **4** hours from Monday to Saturday (except for public holidays). For non-continuous applications, the same session on the same day every week may be booked for no more than 4 times per quarter. For each continuous application, the maximum duration available for booking is **2** hours. Date and venue of the drawing of lots will be announced in all Community Halls/Community Centres (CH/CC) in the district. Organizations are welcome to send representatives to attend.
4. Each organization can only submit an application form for “non-continuous” application (such as whole day/half day activities) and an application form for “continuous” application (such as interest classes) for 2 CH/CC in the district per quarter. Singing and dance performances can only take up 50% of the sessions available for application (for each Hall). Successful organization which wishes to hold dancing/singing activities will be allocated with the venue if no non-dancing / singing activities are to be held by other organizations at the opted sessions.
5. Successful applicant will be allocated sessions as the information shown on Application Form. Result of drawing of lots will be announced within 7 working days in all CH/CC in the district. After all first round application forms are processed in accordance with the above procedures, remaining sessions will be announced in all CH/CC in the district. The KTDO will accept waitlist applications for the remaining sessions (if any). The deadline for submission is 5:30 p.m. each day. If 2 or more organizations submit waitlist applications for the same session, the organization which holds a specific “non-continuous” activity (Note 1) will be given priority in venue allocation. Waitlist applicants have to submit Formal Application Forms. If there are 2 or more specific “non-continuous” applications or 2 or more other applications, the use of CH/CC will also be decided by drawing lots.
6. For large-scale and non-continuous activities held on Sunday or public holidays, the number of participants has to meet the requirements set out in Part IV Paragraph 8 of the “Guidelines on the Use of Facilities in Kwun Tong Community Halls/Community Centres” (Please refer to the Guidelines). Each organization may book the facility on Sunday or public holidays once a month for holding large-scale activity. If no large-scale activity is held in the CH/CC, other applicants may make application on a case by case basis one month in advance. The deadline for submission is 5:30 p.m. each day. If more than one waitlist applications for the same session are submitted at the same time, the use of CH/CC will also be decided by drawing lots mentioned above. If large-scale activity is held, the venue has to be returned.

Note 1: General Meeting of Owners’ Corporations and Owners’ Committee; Conference organized by charitable organizations or trust of a public character with proof of tax exemption issued by Inland Revenue Department; Talk/seminar with social/education value; Community celebration/ceremony (e.g. Arts performance or singing and dance performance involved in the activity should be performed on stage)

(Note: \* Correspond to the minimum number of participants at large-scale and one-off activities # The activity should be free and open to public)

Organizations which are given priority in venue allocation shall not change the content and nature of the activity, or else it will be considered a breach of guidelines. In case of any controversy over the classification of the activity, the KTDO is vested with the final decision

Serial No. 編號 \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE \***  
**租用 \* 社區會堂/社區中心設施申請表**

**Section A 甲部**

To: Officer in charge \_\_\_\_\_ 社區會堂/社區中心主管  
致

1. Applicant 申請機構

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Fax No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
傳真 電話

2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Fax No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
傳真 電話

3. Date of function \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
活動日期 時間：由上/下午 至上/下午

4. Description of activity to be held:

擬舉辦活動簡介

Name of function (English 英文) \_\_\_\_\_  
活動名稱  
(Chinese 中文) \_\_\_\_\_

Objectives: \_\_\_\_\_  
目的

Target of service: \_\_\_\_\_ Estimated No. of participants: \_\_\_\_\_  
服務對象 預計參加人數

Admission charges: Yes ☐ No ☐  
收費 是 否

If yes, please state the amount chargeable per head.

如要收費，請說明每名參加者須繳費用款額。

Organizations which hold “continuous” dancing classes and dancing competitions/demonstrations and will apply for exemption from hire charges are required to fill in the following information:

擬舉辦“連續性”舞蹈班及舞蹈比賽/示範並申請豁免場租的團體請填寫以下資料：

Estimated no. of participants\*: \_\_\_\_\_ Kwun Tong Residents \_\_\_\_\_ Non-Kwun Tong Residents \_\_\_\_\_  
預計參加人數\* 觀塘區居民 非觀塘區居民

(At least half of the participants should be Kwun Tong residents for “continuous” dancing classes, dancing competitions/demonstration activities. “連續性”舞蹈班及舞蹈比賽/示範活動參加者須至少有一半為觀塘區居民。)

Locations of posting the publicity materials pertaining to the activities

有關活動宣傳展品張貼地點 \_\_\_\_\_

(Please submit copies of publicity materials pertaining to the activities to the KTDO before the activities. 請於活動舉行前向本處遞交有關活動宣傳展品副本。)

5. Facilities applied for (Please read Annex I. For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (請參閱附件一。如需借用傢具及器材，請註明類別及數量。)

Venue 場地	Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify 其他設施 (請註明)
Hall 禮堂			
Dressing Rooms (Male/Female) (Except for Lam Tin (West) Community Centre) 化妝室 (男/女) (藍田(西區)社區中心除外)			
Conference Room (Except for Lam Tin (West) Estate Community Centre) 會議室(藍田(西區)社區中心除外)			
Activity Room / Function Room (Please state the number) (For Kwun Tong Community Centre and Yau Tong Community Hall only) 活動室/功能室(請註明編號)(只適用於觀塘社區中心及油塘社區會堂)			
Basketball Court (For Kwun Tong Community Centre only) 籃球場 (只適用於觀塘社區中心)			
Badminton Court (Except for Lam Tin (West) Estate Community Centre and Kwun Tong Community Centre) 羽毛球場 (藍田(西區)社區中心及觀塘社區中心除外)			
Others 其他 (Please specify 請註明_____)			

6. Application for exemption from payment of charges: Yes / No 是否擬申請豁免收費：是 / 否

I hereby declare that I / and co-organizer\* belong to the following groups of organizations (\* Please delete as appropriate) 本機構現謹聲明本機構/及協辦機構\*是屬於以下團體 (\*請刪去不適用者)。

Applicant Co-organizer Please “✓” the appropriate box

申請機構 協辦機構 (請在適當的空格內填上「✓」號)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. subvented welfare agencies 資助福利團體 (Note)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. subvented educational institutions, subvented schools or non-profit making schools<br>資助教育機構、津貼學校或非牟利學校 (Note) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和<br>區議員辦事處                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations 慈善團體 (Note)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations 非牟利團體 (Note)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees recognized by the Government 政府認可地方委員會  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments 政府部門  |

(Note 註： Please submit valid supporting documents 請提交有效證明文件)

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above.  
如多於一個協辦機構，請按以上要求另紙列出它們所屬的團體類別。)

I understand that I have to compensate the Kwun Tong District Office (KTDO) for damages to any facilities on loan.  
本人明白如借用設施有任何損毀，本人須向觀塘民政事務處賠償有關損失。

I understand that in applying for exemption from payment of charges for use of facilities, the applicant and the co-organizer (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity.  
本人明白如申請豁免租用設施的收費，申請人及其協辦機構(如有)必須符合附件二內之條件，並不可從活動中賺取利潤。

I hereby declare that I have read and agreed to observe the conditions for use of the above facilities as set out in the Guidelines and Conditions on the Use of Facilities Available in a CH/CC and its Annex I, II and III attached to this form.  
本人已細閱本表格所夾附的租用社區會堂／社區中心設施指南和條件及其附件一、附件二及附件三所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

I hereby certify that the above information is true and correct.  
本人茲證明上述資料正確無誤。

Official stamp of applicant  
(applicable to applicant  
organisation only)  
申請機構的正式印鑑  
(只適用於以機構名義  
提出的申請)

Signature 簽署 : \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Position 職位 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

Note 附註:

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The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Kwun Tong District Office, 21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon. 在這份表格所提供的個人資料會用作處理租用社區會堂／中心設施的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料，可以書面向觀塘民政事務處的公開資料主任提出，地址：九龍觀塘觀塘道392號創紀之城6期21樓。

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## Section B 乙部

To 致: \_\_\_\_\_ (Approving Officer 批核人)

The above application is/is not\* recommended. The following charges are recommended/ are waived on the grounds that the applicant (and the co-organizer) belong(s) to \_\_\_\_\_ organization (HAD Standing Circular No. 3/2012 refers) \*. 現建議/不建議\*批准上述申請。另建議/豁免以下收費，原因為申請人(及協辦機構)屬於\_\_\_\_\_團體 (參考民政事務總署常務通告第 3/2012 號) \*。

Facility 設施	Basic charge 基本收費	Air-conditioning charge 空調收費
Multi-purpose hall 多用途禮堂	\$___ x ___ hrs 小時= \$___	\$___ x ___ hrs 小時= \$___
Dressing room 化妝室	\$___ x ___ hrs 小時= \$___	\$___ x ___ hrs 小時= \$___
Conference room 會議室	\$___ x ___ hrs 小時= \$___	\$___ x ___ hrs 小時= \$___
Others 其他		
Sub-total 小計:	\$_____	\$_____
	Total 總計: \$_____	

Standard notification letter is attached. 有關的標準通知書隨本表格夾附。

Remarks (if any) \_\_\_\_\_

備註(如有的話)

Date \_\_\_\_\_

日期 \_\_\_\_\_

( \_\_\_\_\_ )

EO/LO\* in charge 行政主任/聯絡主任\*主管

## Section C 丙部

To: EO/LO\* in charge \_\_\_\_\_ (via Accounts Office, DO ( \_\_\_\_\_ ) if fees are charged)  
致: \_\_\_\_\_ 行政主任/聯絡主任\*主管(如收取費用，則經( \_\_\_\_\_ )民政事務處會計組遞交)

The application 有關的申請

☐ has not been approved 不獲批准

☐ and exemption of charges as set out in Section B above have been approved  
已獲批准，另乙部所載的收費已獲豁免。

☐ has been approved at charges as set out in Section B above. A copy of the standard notification letter is attached.  
已獲批准，應繳乙部所載的收費。隨本表格夾附有關的標準通知書副本。

Date \_\_\_\_\_

日期 \_\_\_\_\_

( \_\_\_\_\_ )

Approving Officer 批核人

## Section D 丁部

To: EO/LO\* in charge \_\_\_\_\_  
致: \_\_\_\_\_ 行政主任/聯絡主任\*主管

Demand Note No. \_\_\_\_\_ issued on \_\_\_\_\_  
繳款通知書編號 發出日期

Date \_\_\_\_\_

日期 \_\_\_\_\_

(Post title 職位 \_\_\_\_\_ )

Accounts Office, DO ( \_\_\_\_\_ )\*

( \_\_\_\_\_ )民政事務處會計組\*

## Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to F&S Section, HQs/Accounts Office, DO( \_\_\_\_\_ )\*  
for processing of refund under covering memo ref \_\_\_\_\_ dated \_\_\_\_\_.

建議的活動已經取消。註明款項收訖的繳款通知書正本已隨便箋檔號 \_\_\_\_\_ 日期 \_\_\_\_\_  
\_\_\_\_\_交回總部財務及物料供應組/( \_\_\_\_\_ )民政事務處會計組\*，以便辦理退還款項。

Date \_\_\_\_\_

日期 \_\_\_\_\_

( \_\_\_\_\_ )

EO/LO\* in charge 行政主任/聯絡主任\*主管

\* Delete as appropriate 請刪去不適用者