

**《Guidelines and Conditions on the Use of Community Hall／Community Centre
in Sham Shui Po District》**

Implementation Timetables of the New System

Date	Implementation Programme	Progress
1 May 2012 onwards	<ul style="list-style-type: none"> ● Cease to receive advance booking of CC/CHs 	Completed
15 May 2012	<ul style="list-style-type: none"> ● Conduct a briefing on the use of Community Hall/ Community Centre in Sham Shui Po District 	Completed
15 June 2012	<ul style="list-style-type: none"> ● Promulgate the revised version of 《Guidelines and Conditions on the Use of Community Hall/Community Centre in Sham Shui Po District》 	Completed
From 15 June 2012 onwards	<ul style="list-style-type: none"> ● Non-profit making organizations which are registered under the Societies Ordinance (Cap.151); or incorporated under the Companies Ordinance (Cap.32), must enclose their Constitution or Memorandum of Association when submitting their application forms in order to be eligible for exemption from payment of charges ; ● when they submit their application forms in late June for bookings in the 4th Quarter of 2012 (i.e. October to December), they should supplement such documents at latest by 13 September 2012 in order to be eligible for exemption from payment of charges. The backpage of Appendix 4 to the User Guidelines provided the details ; ● For fee-charging activity that has been exempted from charges, the applicant organization must submit a statement of account certified by its authorized person within one month after conclusion of the activity to prove that no profit has been made from the activity 	conclusion of activity to count from October 2012 onwards
19 June 2012	<ul style="list-style-type: none"> ● Conduct a workshop on filling out the application form 	Completed
5 September 2012	<ul style="list-style-type: none"> ● Writing to remind organizations about the exemption of charges and the implementation progress of the Demerit Point System 	Completed

Date	Implementation Programme	Progress
1 October 2012 onwards	<ul style="list-style-type: none"> Commence implementation of the Demerit Points System 	Commenced inspection from 1 October 2012 onwards
5 December 2012	<ul style="list-style-type: none"> Conduct a sharing session on the implementation of Demerit Point System 	Completed
13 August 2013	<ul style="list-style-type: none"> Writing to organizations about the review of the eligibility of charges exemption 	Completed
11 September 2013	<ul style="list-style-type: none"> Writing to remind organizations about matters easily overlooked and the arrangement of random checks on statement of account of fee-charging activities which have been exempted from charges 	Completed
13 September 2013	<ul style="list-style-type: none"> Writing to remind organizations to submit statement of account for fee-charging activities which exempted from charges 	Completed
24-30 June 2016	<ul style="list-style-type: none"> Commence accepting applications for booking of the use of facilities of the 4th quarter in 2016 	
13 July 2016 (8 th working day)	<ul style="list-style-type: none"> Drawing lots for bookings of the use of facilities in October to December 2016 (the fourteenth lots drawing after implementation of the ballot system) 	
29 July 2016 (The last working day)	<ul style="list-style-type: none"> Announce the unallocated slots between October to December 2016 	
5 August 2016 (5 th working day)	<ul style="list-style-type: none"> Commence accepting applications on first-come-first-served basis for unallocated timeslots after the first round booking 	