

**Guidelines on the Use of Community Hall/Centre Facilities Available  
In Kennedy Town Community Complex Sai Ying Pun Community Complex /  
Western District Community Centre**

**1. Eligibility criteria for the use of the facilities**

Applicant may forward application for the use of facilities in Kennedy Town Community Complex (hereinafter referred as to “KTCC”), Sai Ying Pun Community Complex (hereinafter referred as to “SYPCC”) and Western District Community Centre (hereinafter referred as to “WDCC”) to the Central and Western District Office (hereinafter referred as to “District Office”) either personally or on behalf of an organization. All applications will be vetted and processed by the District Office.

**2. Procedures for application/payment of charges**

- (a) The applicant should submit, at least 14 working days in advance, a completed application form to the officer-in-charge of KTCC/SYPCC/WDCC, specifying the purpose and the programme of the proposed activities. Applications received less than 14 working days prior to the date of hire will only be considered on individual merit subject to operational feasibility. For advance booking, please refer to Annex II for details. The applicant should submit its application for waiver of hire charges at the same time if it can satisfy the conditions set down in Annex III.
- (b) Application forms are obtainable either at the District Office or KTCC/SYPCC/WDCC, or can be downloaded from the Home Affairs Department website (<http://www.had.gov.hk>). For enquiries, please contact 2119 5004 (for KTCC), 2540 2812 (for SYPCC) or 2852 3497 (for WDCC).
- (c) The applicant will be informed in writing of the result of its application as soon as possible.
- (d) On approval of the application, a Demand Note for settlement of the charges will be sent to the applicant if payment is required.
- (e) The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note will serve as a permit for use of the facilities. No cash should be handed to any officers of the KTCC/SYPCC/WDCC.
- (f) The applicant shall be refused the use of the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (g) Notification of cancellation of the proposed activities given 7 working days in advance may be accepted. Necessary action will be taken to refund any payment already made on production of receipted Demand Note.
- (h) If the venue has to be reserved for departmental use under emergency relief arrangements, for example, to accommodate typhoon victims, the applicants will be informed as soon as possible. Any payment made will be refunded on production of the receipted Demand Note.
- (i) If an applicant fails to turn up without the notification required by (g) above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- (j) If the applicant is found not eligible for waiver of hire charges after such waiver has been granted, he will be required to pay back the exempted charges.

**3. Regulations and conditions to be followed by applicants**

- (a) To ensure fire safety, the following regulations and conditions should be followed by applicants:
  - i. For both indoor and outdoor activities/functions
    - The premises are used for the designated entertainment activities/functions only
    - No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape in the event of emergency difficult
    - No decoration of readily combustible materials is used
    - Chairs, if provided for audience, should be battened together in groups of not less than four and not more

- than fourteen per row
  - The power supply cable should be so located that it will not constitute a hazard to the audience/attendees
  - No scenery or decoration of readily combustible nature should be erected on the stage
  - No hydrogen-filled balloon of readily combustible nature should be erected on site
  - All exit doors shall remain unlocked
  - All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated
- ii. For outdoor functions/activities
- The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings
  - Only electric lighting should be used for illumination purpose
  - Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth
  - One 9-litre water/CO<sub>2</sub> fire extinguisher should be provided at the following locations:
    - ✧ at the command post; and
    - ✧ at the main entrance
- (b) Under Public Order Ordinance, Chapter 245 Laws of Hong Kong, any individual or group wishing to hold public meetings has to notify the Commissioner of Police in advance if the meeting is going to take place with the presence of more than 500 people. Any gathering or assembly of persons convened or organized exclusively for social, recreational, cultural, academic, educational, religious or charitable purposes or as a conference or seminar bona fide intended for discussing social, recreational, cultural, academic, educational, religious, charitable, professional, business or commercial topics are excluded from the interpretation of public meetings.
- (c) The gathering or activities must be held in accordance with the programme previously submitted by the applicant. In case the nature of the gathering or activities held is different from the programme, this office may revoke the applicant's right to use the facilities immediately. No refund of payment already made will be arranged. In addition, the applicant will be banned from booking the facilities of community complex/community centre in the Central & Western District for a period of 6 months.
- (d) The applicant shall not let other organizations or other units within its own organization use the facilities booked by the applicant. If such case is found, the applicant's right to use the facilities shall be revoked immediately. No refund of payment already made will be arranged. If the applicant breaks the same rule twice, it will be suspended from booking the facilities of community complex/community centre in the Central & Western District permanently.
- (e) No posters, slogans, banners or portraits are to be posted or hung when using the hall, chanting of slogans and activities that disturb public order are prohibited.
- (f) The applicant shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar material on the walls, furniture and other equipment. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.
- (g) The applicant shall maintain good order and discipline during the gathering and clean the place after use.
- (h) No additional electric appliances and lighting equipment are to be installed in any part of the KTCC/SYPCC/WDCC unless prior permission from the officer-in-charge has been obtained.
- (i) Staff members of the KTCC/SYPCC/WDCC shall have the right to enter, at any time, any part of the KTCC/SYPCC/WDCC used by the applicant organization and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe these conditions, the staff members may terminate the right of use at any time and have the place cleared.
- (j) The lighting equipment on stage is generally not for loan. If it is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant organization should employ a qualified technician to operate the control panel and notify the officer in charge of the KTCC/SYPCC/WDCC. The applicant shall assume full responsibility for any damage caused.
- (k) The applicant and/or anyone of its members, whether as an invitee or otherwise, whilst using the KTCC/SYPCC/WDCC, is there entirely at their own risk, and they shall not have or make any claim for injury or damage against the Government of the Hong Kong Special Administrative Region, its servants or agents howsoever such injury and/or damage must be occasioned, whether or not such injury or damage is in any way due to any

negligent act, breach of duty, default and/or omission on the part of the Government of the Hong Kong Special Administrative Region, its servants or agents.

- (l) The KTCC, SYPCC and WDCC reserve the right not to grant the use of accommodation and/or equipment to any applicant organization.
- (m) Applicant who wishes to cancel its booking should inform this office 7 working days in advance. If an applicant cancels its booking without notifying this office 7 working days in advance or without reasonable explanation for failing to do so, the applicant shall be suspended from booking the facilities of community complex/community centre in the Central & Western District for a period of 6 months.

**Procedures for Advance Booking of Using Community Hall/Centre Facilities in  
Kenney Town Community Complex / Sai Ying Pun Community Complex /  
Western District Community Centre**

Applications for the use of facilities in Kennedy Town Community Complex / Sai Ying Pun Community Complex / Western District Community Centre with 150 or more participants are accepted at 6 months prior to the booking quarter. For events/activities with less than 150 participants, 3 months advanced booking is accepted. For enquiries, please call 2119 5004 (Kennedy Town Community Complex) / 2540 2812 (Sai Ying Pun Community Complex) / 2852 3497 (Western District Community Centre). Application forms are available from the Central and Western District Office, Kennedy Town Community Complex, Sai Ying Pun Community Complex and Western District Community Centre, or can be downloaded from the Home Affairs Department website (<http://www.had.gov.hk>). Completed application forms should be returned either by fax or by post to Central and Western District Office. Available time slots will be allocated by lots drawing and applicants will be notified of the result by fax or by post. Unsuccessful applicants should forward fresh applications for other time slots.

**Advance booking – Six/Three months prior to booking period**

Booking mechanisms:

- i. Applicant are allowed to book at most **twelve hours** of time slots and the time slots should be within **three dates** during the following time zones **within every quarter**:
  - Monday to Friday from **6:00 p.m. to 10:00 p.m.**
  - Saturdays, Sundays, Public Holidays and Summer Holidays (from 15<sup>th</sup> July to 31<sup>st</sup> August) from **9:00 a.m. to 10:00 p.m.**
  
- ii. Applicants are allowed to book at most **two hours** of time slots in a single week and at most **sixteen** hours of time slots in a consecutive **eight weeks** during the following time zone **within every quarter**:
  - Monday to Friday from **9:00 a.m. to 6:00 p.m.** (except Public Holidays and Summer Holidays from 15<sup>th</sup> July to 31<sup>st</sup> August).

If more than one applicant applies for the same time slot, the slot will be allocated by lots drawing.

### **Six Months Advance Booking**

<b>Booking Period</b>	<b>Deadline</b>	<b>Lots drawn on</b>	<b>Applicants notified on</b>
First Quarter (January to March)	5 p.m. on the fifth working day in July of the previous year	The first working day of the third week in July of the previous year	The third working day after lots drawing
Second Quarter (April to June)	5 p.m. on the fifth working day in October of the previous year	The first working day of the third week in October of the previous year	The third working day after lots drawing
Third Quarter (July to September)	5 p.m. on the fifth working day in January of the current year	The first working day of the third week in January of the current year	The third working day after lots drawing
Fourth Quarter (October to December)	5 p.m. on the fifth working day in April of the current year	The first working day of the third week in April of the current year	The third working day after lots drawing

### **Three Months Advance Booking**

<b>Booking Period</b>	<b>Deadline</b>	<b>Lots drawn on</b>	<b>Applicants notified on</b>
First Quarter (January to March)	5 p.m. on the fifth working day in October of the previous year	The first working day of the third week in October of the previous year	The third working day after lots drawing
Second Quarter (April to June)	5 p.m. on the fifth working day in January of the current year	The first working day of the third week in January of the current year	The third working day after lots drawing
Third Quarter (July to September)	5 p.m. on the fifth working day in April of the current year	The first working day of the third week in April of the current year	The third working day after lots drawing
Fourth Quarter (October to December)	5 p.m. on the fifth working day in July of the current year	The first working day of the third week in July of the current year	The third working day after lots drawing

For time slots still available after the draw for advance booking, they will be open to all applicants on a “first-come-first-served” basis.

As 6 months advance booking is only allowed for events/activities with 150 or more participants, the venue management will monitor such events to record the number of participants attending the events/activities. In case less than 150 participants is recorded, the applicant will be requested to account for the lower than expected attendance record. If this happens for three times, the Central and Western District Office will inform the applicant in writing about the suspension of his/her application for booking facilities of community complex/community centre in the Central & Western District for a period of 3 months.

**Exemption from Payment of Charges and Rates of Charges for Use of Facilities in Kennedy Town Community Complex/ Sai Ying Pun Community Complex / Western District Community Centre**

**(A) Exemption from Payment of Charges for Use of Facilities in Kennedy Town Community Complex / Sai Ying Pun Community Complex / Western District Community Centre**

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organisations belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities:-
  - (i) subvented welfare agencies;
  - (ii) subvented educational institutions, subvented schools and non-profit making schools;
  - (iii) Offices of the Legislative Councillors and District Councillors;
  - (iv) Charitable organisations like Pok Oi Hospital, Yan Oi Tong, and non-profit making organisations such as Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. which are under the sponsorship of a legitimate organisation or government departments;
  - (v) local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

**(B) Rates of Charges for Use of Facilities in Kennedy Town Community Complex / Sai Ying Pun Community Complex / Western District Community Centre**

- (1) For details of the rates of charges, please visit the website of the Home Affairs Department (<http://www.had.gov.hk>), or contact us at 2119 5004 (Kennedy Town Community Complex), 2540 2812 (Sai Ying Pun Community Complex) or 2852 3497 (Western District Community Centre).
- (2) A full-hour rate will be charged for an incomplete hour booking.