

## **Regulations on the Use of Facilities Available in the Halls of all Community Centres (CCs) in Wong Tai Sin**

### *1. Eligibility criteria for the use of the facilities in the Halls of all Community Centres*

The eligibility criteria for the use of facilities available in the halls of a community centre (CC) are as follows –

- (a) The activities to be held shall be in the public's interest, and shall not violate any prevailing legislations under the Laws of Hong Kong, or involve any form of commercial dealing.
- (b) An applicant must be a lawful organization or government recognized/subvented organization. If an applicant does not belong to any of these groups of organizations, Wong Tai Sin District Office shall process the application separately according to the programmes of the proposed activities.
- (c) Wong Tai Sin District Office shall stipulate policies governing the use of facilities in the respective hall of a community centre (CC) as and when required, allowing for a priority use of the facilities in the hall of a CC by designated organizations. For details, please refer to Annex 3.
- (d) Wong Tai Sin District Office reserves the right to make the final decision on any application.

### *2. Procedure for application/payment of charges*

- (a) An applicant should make an application to Wong Tai Sin District Office, at least two weeks in advance of the organization of the activity, and submit a completed application form, specifying the purpose and the programme of the proposed activities.
- (b) Application forms are obtainable at Wong Tai Sin District Office or its Community Centres (CCs)/Community Hall (CH). For details, please refer to Annex I. An applicant should submit its application for waiving of hire charges at the same time. For details about the waiving of hire charges, please refer to Annex 2.

- (c) Wong Tai Sin District Office shall process the applications in accordance with the relevant policies for the hiring of venues. An applicant will be informed in writing of the outcome of its application.
- (d) On approval of the application, a demand note for the settlement of the charges will be sent to the applicant by Wong Tai Sin District Office for payment of hiring charges of the venue(s)(except those whose charges have been waived).
- (e) An applicant should settle the payment in the office of the Treasury stated on the demand note as soon as possible. The receipted demand note must be kept and should be presented to Wong Tai Sin District Office as a permit for use of the facilities before the scheduled activities can commence. No cash should be handed to any officers of the CC/CH.
- (f) An applicant must present the receipted demand note or the letter of approval (where payment has been exempted) for the use of the facilities in the hall of a CC.
- (g) Notification of cancellation of the proposed activities must be given at least two weeks in advance to Wong Tai Sin District Office before the commencement of activities so as to arrange for the refund of any payment already made.
- (h) If an applicant fails to turn up without notification in accordance with the requirement stated in 2(g) above, any amount paid will be forfeited. If an applicant fails to give prior notice of cancellation of booking in accordance with the requirements stated in 2(g) above for two occasions within a three-month period without a justification, Wong Tai Sin District Office would consider temporarily ceasing to process the application of this applicant for the hire of the hall of a CC for three months .
- (i) Upon the approval of the application, there will be no inclusion of additional joint organizers.
- (j) If the venue has to be reserved for departmental use under emergency relief arrangement (for example, to accommodate typhoon victims), Wong Tai Sin District Office will cancel the approved applications and notify the applicant as soon as possible. Any payment made will be refunded on production of

receipted demand note.

### 3. Advanced Booking

- (a) To facilitate an applicant in making advanced booking of the facilities of the hall in CCs, an applicant can submit the application on the first six days three months in advance of the beginning of a quarter. For example, application form can be submitted as early as during the office hours from 1 October to 6 October for using the facilities from January to March (the first quarter) next year. For application for the use of facilities from April to June (the second quarter), application form can be submitted from 1 January to 6 January and so on. An applicant can apply for holding one-off activity or activity that lasts for as long as three months.
- (b) During the prescribed period for submitting the application forms, if a number of organizations have submitted the applications for one venue at the same period, except the hiring organizations which have been given the priority, the applications of other applicants would be decided by drawing lots. Wong Tai Sin District Office would process applications case by case according to the order in which applications are received, but reserve the final decision so as to process individual cases on discretionary basis.
- (c) Wong Tai Sin District Office has enacted some punitive measures for the use of the hall in a CC to ensure the proper use of resources. For details, please refer to Annex 4.
- (d) Wong Tai Sin District Office will reserve Saturdays, Sundays and Public Holidays for the priority use of facilities by the applicant holding one-off activity.
- (e) Individual applicant with special needs and wishing to hold consecutive group activities on Saturdays and Sundays is required to enumerate the detailed reasons. Wong Tai Sin District Office will make discretionary arrangement after consulting the views of the District Facilities Management Committee of Wong Tai Sin District Council.
- (f) An applicant has to make advanced written application. An applicant can make

an enquiry to Wong Tai Sin District Office about the time slots available for advanced booking.

#### 4. Schedule and Facilities for Booking

(a) The time slots of CC/CH open for booking in Wong Tai Sin District are:

Monday to Sunday 8:00 am to 10:00 pm  
(Total 7 sessions each day, 2 hours per session  
8:00 am to 10:00 am, 10:00 am to 12:00 noon,  
12:00 noon to 2:00pm, 2:00 pm to 4:00pm, 4:00 pm to 6:00pm, 6:00 pm to 8:00 pm,  
and 8:00 pm to 10:00pm)

(Remarks: Venues are temporarily closed on the first three days of Chinese Lunar New Year.)

(b) An applicant can apply for using the multi-purpose hall, conference room and dressing room of CCs/CH. The addresses of the CCs/CH are listed in Annex I. Enquiry on the facilities and charges can be made to the staff of the respective CCs/CHs.

#### 5. Regulations and Conditions to be followed by Applicants

(a) To ensure fire safety, the following regulations and conditions should be followed by applicants:

##### i. General Requirement (for both indoor and outdoor activities/functions)

- The premises are used for the designated entertainment activities or functions.
- 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 or attendees.

- No scenery or decorations 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 entering performing area, P.A. and lighting control booth
- One 9-litre water/CO2 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), any individual or group intending 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 genuinely 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 activities must be held in accordance with the schedule previously submitted by the applicant. An applicant shall avoid creating too much noise that may affect other users of the hall of a CC.

(d) No posters, slogans, banners or portraits are to be posted or hung when the hall of a CC is used unless with the prior consent of Wong Tai Sin District Office. Activities disturbing public order are strictly prohibited.

- (e) An applicant shall assume responsibilities for the set-up in the venue (such as seating arrangement), 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 or other equipments. Should there be any damage to all equipment, furniture or building structure, an applicant is responsible for paying the indemnity.
- (f) An applicant shall maintain the good order of the participants when the activity is held and clean the place after use.
- (g) An applicant can bring one's own audio-visual equipment. If the audio-visual equipment of the hall of a CC is required, specification can be made on the application form.
- (h) Unless with the prior approval of Wong Tai Sin District Office, no additional electrical apparatus or lighting equipment can be installed in any parts of the hall of a CC.
- (i) Staff members of Wong Tai Sin District Office shall have the right to inspect, at any time, any part of the hall of a CC used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe the additional conditions, the staff members may terminate the right of use at any time.
- (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 use of the venue. Upon approval, the applicant should employ a qualified technician to operate the control panel and notify Wong Tai Sin District Office about the arrangement. The applicant shall assume full responsibility for any damage caused.
- (k) An applicant and/or anyone of its members, whether as an invitee or not, is present whilst using the hall of a CC, he or she shall be wholly responsible for his or her own safety, and has no right to and is not allowed to 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 and/or omission of duty on the part of

the Government of the Hong Kong Special Administrative Region, its servants or agents.

- (l) No smoking is allowed in the area of a CC.
  
- (m) If an applicant requires the provision of air-conditioning services, application for such service has to be made at the time of submitting the application for using the venue. The use of air-conditioning service is chargeable. If the applicant is an exempted organization, Wong Tai Sin District Office shall provide the service free of charge when the number of participants reaches 15. Discretionary arrangement will be made for the default temperature of the air-conditioning system.
  
- (n) Wong Tai Sin District Office reserves the right not to grant the use of the hall of a CC to any applicant.

December 2007

List of Community Centres/Hall in Wong Tai Sin

Name of Community Centres /Halls	<u>Address</u>	<u>Telephone/ Fax Number</u>
1. Chuk Yuen Community Centre	11, Chuk Yuen Road, Wong Tai Sin	2752 9027/2353 5871
2. Fung Tak Community Centre	111, Fung Tak Road, Diamond Hill	2328 5618 /2324 4590
3. Choi Wan Community Centre	38, Choi Fung Path, Choi Wan Estate, Ngau Chi Wan, Wong Tai Sin	3143 1160/3549 6051
4. Wong Tai Sin Community Centre	104, Ching Tak Street, Wong Tai Sin	2323 4347/2324 4575
5. Tsz Wan Shan (South) Community Centre	45, Wan Wah Street, Tsz Wan Shan	2752 9027/2353 5871
6. Tsz Wan Shan Community Hall	LG2/F., Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2752 9027/2353 5871

**Exemption from Payment of Charges for Use of Community Hall/ Community Centres**

- (1) The facilities may be made available to Home Affairs Department or other Government departments 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 lawful organisations or government departments;
  - (v) local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committee, District Fight Crime Committee, 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.

**The Order of Priority for the Hire of the Halls in all Community Centres in Wong Tai Sin and their Facilities**

1. If more than one organization applies for the use of the venue at the same time, Wong Tai Sin District Office will grant the use of the venue according to the following order of priority:
  - a. District Office and other Government departments
  - b. Voluntary agencies and non-profit making organizations in Wong Tai Sin
  - c. Voluntary agencies and non-profit making organizations outside Wong Tai Sin
  - d. Other registered organizations in Wong Tai Sin
  - e. Other registered organizations and private organizations outside Wong Tai Sin
  
2. If two or more than two organizations (belonging to the same priority categories stated in item 1 above) apply for the same venue at the same time, decision will be made by drawing lots.

**Punitive Measures against the Improper Use of the Halls in the Community Centres**

1. If an applicant is involved in one of the acts that violate the rules, including
  - i If an applicant fails to give prior notice of cancellation of activity to Wong Tai Sin District Office without a justification; or
  - ii If an applicant transfers the right to use the venue to another organization privately without prior permission of Wong Tai Sin District Office, the applicant and the organization using the venue have violated the rules.

Wong Tai Sin District Office will implement the following punitive measures:

- i Those who have violated the rules for the first time will be given a lower priority when applying for the use of the halls in CCs in the next quarter (i.e. for three months consecutively);
  - ii. For those who have violated the rules again, Wong Tai Sin District Office will consider temporarily ceasing to process the application for the hire of the related halls in the CCs for a period of three months in accordance with 2(h) of the “Regulations on the Use of Facilities Available in the Halls of all Community Centres (CCs) in Wong Tai Sin”.
2. If an applicant is involved in other acts that violate the rules, for example, the nature of activities, the number of participants or the time slots for using the venue are inconsistent with the details listed in the application form without a justification, Wong Tai Sin District Office will make separate arrangement for the individual cases that are in breach of the rules.
  3. Wong Tai Sin District Office reserves the final decision on all related matters.