

Guidelines on the Use of Facilities in Community Centres in Wong Tai Sin

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

The eligibility criteria for the use of facilities available in the halls of Community Centre (CCs) are as follows –

- (a) The activities to be held shall be in the public interest, and shall not violate any prevailing legislations under the Laws of Hong Kong, or involve in any form of commercial promotion or profiteering purposes.
- (b) An applicant must be a lawful organisation or government recognised/subvented organisation. If the applicant does not belong to any of these groups of organisations, 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 CC as and when required, allowing for a priority use of the facilities in the hall of a CC by designated organisations. 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/settle of charges

- (a) The applicant should submit, at least two weeks in advance, a completed application form to Wong Tai Sin District Office setting out the co-organiser, if any, specifying the purpose and the programme of the proposed activities. The applicant should submit its application for waiver of hire charges at the same time if it and its co-organiser, if any, can satisfy the conditions set out in Annex 2.
- (b) Application forms are obtainable at Public Enquiry Service Centre, Sub-offices and Community Centres (CCs)/Community Hall (CH) of the Wong Tai Sin District Office (for details, please refer to Annex 1), and the homepage of Home Affairs Department (www.had.gov.hk). Application for waiving of charges must be submitted together with the application for the hire of the facilities of venues. For details about the waiving of hire charges, please refer to Annex 2. 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.
- (c) Wong Tai Sin District Office will process the applications in

accordance with the relevant policies for the hiring of venues. The 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 hiring charges will be sent to the applicant by Wong Tai Sin District Office if payment is required. (except those whose charges have been waived).
- (e) The applicant should settle the payment in the office of the Treasury stated on 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 and should be presented to Wong Tai Sin District Office before the scheduled activities can commence. No cash should be handed to any officers of the CC/CH.
- (f) The applicant should be refused to 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 must be given at least two weeks in advance to Wong Tai Sin District Office before the activities so as to arrange for the refund of any payment already made.
- (h) If an applicant fails to turn up without notification required by 2(g) above, any amount paid will be forfeited. If the applicant fails to give prior notice of cancellation of booking in accordance with guideline 2(g) above for two occasions within a three-month period without a justification, Wong Tai Sin District Office would consider not to accept the venue booking and its facilities applications for three months.
- (i) Upon the approval of the application, any addition or change of co-organiser as set out in the application form is not permitted without further approval.
- (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 may submit the application on the first six days three months in advance of the beginning of a quarter. For example, application form may be submitted as early as during the office hours from 1 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 may be submitted from 1 to 6 January and so on. An applicant may apply

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) The activities must be held in accordance with the schedule previously submitted by the applicant. The applicant shall avoid creating too much noise that may disturb other CC's users.
- (c) No posters, slogans, banners or portraits are to be posted or hung when the hall is in use unless the prior consent of Wong Tai Sin District Office is granted. Activities disturbing public order are strictly prohibited.
- (d) The applicant shall assume responsibilities for the set-up in the venue (such as seating arrangement), and shall not hammer any nails in or put any other materials that are difficult to wipe off (such as lacquer, paints or other similar material) on the walls, furniture or other equipments. The applicant shall be liable to pay for any damage to any equipment, furniture or building structure.
- (e) The applicant shall maintain good order and discipline during the gathering and clean the place after use.
- (f) The applicant may bring its own audio-visual equipment. Request for using the audio-visual equipment of CC may be specified on the application form.
- (g) No additional electrical appliances or lighting equipment are to be installed in any part of the hall of a CC unless prior permission from Wong Tai Sin District Office has been obtained.
- (h) 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.
- (i) 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.
- (j) The applicant, and its members, partners, employees, contractors,

agents and licensees (each a “Related Person” and together “Related Persons” of the applicant) whether as invitees or otherwise, whilst using or present at the CH/CC are there entirely at their own risk. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:

- (i) any loss of or damage to any of the applicant’s property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or Negligence of the Government and any of its employees, agents or otherwise); or
- (ii) any injury to or death of the applicant or any of its Related Persons (save and except any such injury or death caused by the Negligence of the Government or any of its employees or agents),

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant or any of its Related Persons.

- (k) The applicant shall indemnify and keep the Government fully and effectively indemnified against:

- (i) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (the “Claims”); and
- (ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims,

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in guideline 5(j) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (l) The applicant shall indemnify and keep the Government fully and effectively indemnified against any loss of or damage to any property of the Government or of any of its employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Government arising out of the Negligence of the applicant or any of its Related Persons.
- (m) For the purposes of guidelines 5(j) and 5(k), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).

- (n) Smoking is prohibited in the area of the CC.
- (o) If the applicant requires the provision of air-conditioning services, application for such service has to be inclusive and charge is payable. If the applicant is an exempted organisation, the service will be provided free of charge. Discretionary arrangement will be made by Wong Tai Sin District Office for the default temperature of the air-conditioning system.
- (p) Wong Tai Sin District Office shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.
- (q) Wong Tai Sin District Office reserves the right to amend the Guidelines at any time without the need to issue separate notice, and also reserves the final decision relating to the hire of the facilities of a CC.

Wong Tai Sin District Office
December 2010

**List of Public Enquiry Service Centre, Sub-offices and Community
Centres/Community Hall of Wong Tai Sin District Office**

<u>Name</u>	<u>Address</u>	<u>Telephone / Fax Number</u>
1. Public Enquiry Service Center of Wong Tai Sin District Office	Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2322 9701
2. Lower Wong Tai Sin Sub-office, Wong Tai Sin District Office	Room 106, Wong Tai Sin Community Centre, 104 Ching Tak Street, Wong Tai Sin	2350 0590
3. Fung Tak Sub-office, Wong Tai Sin District Office	Room G04, G/F, Fung Tak Estate Community Centre, 111 Fung Tak Road, Diamond Hill	2328 5195
4. Tsz Wan Shan Sub-office, Wong Tai Sin District Office	LG1, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2324 1871
5. Choi Wan Community Centre	38, Choi Fung Path, Choi Wan Estate, Ngau Chi Wan, Wong Tai Sin	3143 1160 / 3549 6051
6. Chuk Yuen Community Centre	11, Chuk Yuen Road, Wong Tai Sin	2752 9027 / 2353 5871
7. Fung Tak Community Centre	111, Fung Tak Road, Diamond Hill	2328 5618 / 2324 4590
8. Tsz Wan Shan Community Hall	LG2/F, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2752 9027 / 2353 5871
9. Tsz Wan Shan (South) Community Centre	45, Wan Wah Street, Tsz Wan Shan	2752 9027 / 2353 5871
10. Wong Tai Sin Community Centre	104, Ching Tak Street, Wong Tai Sin	2323 4347 / 23244575

**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
Community Centres in Wong Tai Sin and their Facilities**

1. If more than one organisation 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 organisations in Wong Tai Sin
 - c. Voluntary agencies and non-profit making organisations outside Wong Tai Sin
 - d. Other registered organisations in Wong Tai Sin
 - e. Other registered organisations and private organisations outside Wong Tai Sin

2. If two or more than two organisations (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 organisation privately without prior permission of Wong Tai Sin District Office, the applicant and the organisation 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 “Guidelines on the Use of Facilities Available in the Halls of 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.