

**Guidelines on the Use of Facilities Available in a Community Centre/Community Hall**1. Eligibility criteria for the use of the facilities

Please refer to Annex III Guidelines on the use of Facilities in Kwun Tong Community Centres/Community Halls.

2. Procedure for application/payment of charges

- (a) The applicant should submit, at least four weeks in advance, a completed application form (in duplicate) to the CC/CH concerned setting out the co-organizer, 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 he and his co-organizer, if any, can satisfy the conditions set out in Annex II.
- (b) Application forms are obtainable at the CH/CC, respective District Offices and the homepage of Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)).
- (c) The applicant will be informed in writing of the outcome of its application as soon as possible. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.
- (d) On approval of the application, a Demand Note for the 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 and should be presented to the Officer-in-charge of the CH/CC before the scheduled activities can commence. No cash should be handed to any officers of the CH/CC.
- (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 two weeks 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 arrangement: for example, to accommodate typhoon victims, the organizations will be informed as soon as possible. Any payment made will be refunded on production of 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 applicant

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

i. For both indoor and outdoor activities/functions

- The premises are used for the designated entertainment activities/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/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 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.

- (d) 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.
- (e) 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.
- (f) The applicant shall maintain good order and discipline during the gathering and clean the place after use.
- (g) In general, the applicant shall provide his own sound equipment. If the applicant requires to use the sound equipment in the CC/CH, prior request should be submitted together with the application for using the CC/CH. If such request is approval, duty officer of the CC/CH would arrange for the applicant to manage the cabinet with sound equipment. The applicant should be responsible for operating the sound control console and assume full responsibilities for any damages caused.
- (h) No additional electric appliances and lighting equipment are to be installed in any part of the CH/CC unless prior permission from the officer-in-charge has been obtained.
- (i) Staff members of the CH/CC shall have the right to enter, at any time, any part of the CH/CC 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 CH/CC. The applicant shall assume full responsibility for any damage caused.
- (k) 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),

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),
- (l) 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 clause 3(k) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (m) 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.
- (n) For the purposes of clauses 3(k) and 3(l), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (o) The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.

## **Exemptions from Payment of Charges for Use of Facilities in Kwun Tong Community Centres/Community Halls**

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organizations 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 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;
  - (v) Local committees recognized by the Government (e.g. Area Committees, Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, District Fire Safety Committees etc);
  - (vi) Owners' Corporations and Owners' Committees established in accordance with the Deed of Mutual Covenant ;
  - (vii) Non-profit making organizations with proof of tax exemption issued by Inland Revenue Department ;
  - (viii) Kwun Tong District Council and its committees ;
  - (ix) Major local organizations recognized by Kwun Tong District Council (including 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);
  - (x) Organizations which are funded by Kwun Tong District Council to hold that activity in the Community Centres/Community Halls (CC/CH) ; and
  - (xi) Organizations which jointly hold that activity with Government departments in the Community Centres/Community Halls (CC/CH).
- (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.
- (4) Organizations holding fee-charging activities (which are exempted from payment of charges for use of the CC/CH) in the CC/CH should submit Statement of Income and Expenditure **signed and verified by the responsible person** to the Kwun Tong District Office (hereinafter called "the KTDO") within one month after the date of activity.

If the activity has a surplus income or is profit-making, the organization should pay the charges for use of facilities in the CC/CH.

- (5) If organizations can not submit Statement of Income and Expenditure signed and verified by the responsible person within one month after the date of fee-charging activity or the period of time permitted by the KTDO, the KTDO may issue warning letters and request the organizations to pay the charges for use of facilities in the CC/CH.

**Rates of Charges for Use of Hall and  
Other Facilities in Community Centres / Community Halls**

<u>Facility</u>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall - basic charge	\$82	Chairs provided. Applicant to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall - air-conditioning charge	Please refer to the table on rates of air-conditioning charges of multi-purpose halls	
Multi-purpose Hall - using the lighting panel	\$16	
Dressing Room (Male or Female) - basic charge	\$5.5	
Dressing Room (Male or Female) - air-conditioning charge	\$6.5	
Conference Room - basic charge	\$40	Chairs and blackboard provided.
Conference Room - air-conditioning charge	\$11	
Basketball Court - day time	\$40	Lighting provided in the evening.
Basketball Court - evening	\$55	
Badminton Court - basic charge	\$59	The charge is on a per court basis.
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls	
Classroom / Meeting Room / Activity Room - basic charge	\$44	
air-conditioning charge	\$10	

**Rates of Charges for Use of  
Air-Conditioning Facilities for Multi-purpose Halls**

District	Name of CC/CH	Rate of charge for use of air-conditioning facilities for hall (per hour)
Kwun Tong	Lam Tin (West) Estate Community Centre	\$33
	Sau Mau Ping (Central) Estate Community Centre	\$33
	Kwun Tong Community Centre	\$105
	Lok Wah Estate Community Centre	\$105
	Shun Lee Estate Community Centre	\$105
	Sai Tso Wan Neighbourhood Community Centre	\$105
	Kai Yip Community Hall	\$105
	Lam Tin (East) Community Hall	\$125

**Guidelines on the Use of  
Facilities in Kwun Tong Community Centres/Community Halls**

The 8 Liaison Teams of Kwun Tong District Office (hereinafter called “the KTDO”) are responsible for the management of the following 8 Community Centres/Community Halls (CC/CH) in Kwun Tong. For the use of facilities and other enquiries, please contact the respective Liaison Teams.

<u>Name and address of CC/CH</u>	<u>Responsible Liaison Team</u>	<u>Office Address</u>	<u>Telephone number and fax number</u>
Kai Yip Community Hall (Kai Yip Estate, Kwun Tong)	Kwun Tong West Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2171 7466 Fax: 2727 1117
Kwun Tong Community Centre (17 Tsui Ping Road, Kwun Tong)	Building Management & Kowloon Bay Liaison Team	1/F, Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong	Tel: 2171 7496 Fax: 2727 1117
Lam Tin (East) Community Hall (2/F, Lam Ting Community Complex, 223 Pik Wan Road, Lam Tin)	Lam Tin Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2340 0131 Fax: 2331 2685
Lam Tin (West) Estate Community Centre (71 Kai Tin Road, Lam Tin)	Tsui Ping Liaison Team	3/F, Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong	Tel: 2171 7474 Fax: 2331 2809
Lok Wah Estate Community Centre (Lok Wah Estate, 80 Chun Wah Road, Ngau Tau Kok)	Kwun Tong Central Liaison Team	3/F, Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong	Tel: 2171 7482 Fax: 2331 2809
Sai Tso Wan Neighbourhood Community Centre (81 Cha Kwo Ling Road, Kwun Tong)	Yau Tong Liaison Team	3/F, Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong	Tel: 2171 7474 Fax: 2331 2809
Sau Mau Ping (Central) Estate Community Centre (100 Sau Ming Road, Sau Mau Ping)	Sau Mau Ping Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2171 7496 Fax: 2727 1117
Shun Lee Estate Community Centre (2 Shun Chi Street, Kwun Tong)	Sze Shun Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2171 7496 Fax: 2727 1117



#### IV. Procedures for Application

1. The applicant may obtain a Application Form of Using Facilities in Kwun Tong Community Centres/Community Halls from the District Facilitie Liaison Team or the Public Enquiry Service Centre during office hours. The completed Application Form may be returned to the District Facilitie Liaison Team Office in person, by mail or by fax. Application by telephone or verbal booking is not accepted.
2. Organizations in Kwun Tong District (with registered address in Kwun Tong in their registration documents or having an office in Kwun Tong) have priority in using the facilities in Kwun Tong CC/CH. Other organizations in Hong Kong and those outside Kwun Tong may only submit waitlist application.
3. For one-off application or application for continuous use of facilities of CC/CH, the applicant should submit the Application Form to the District Facilitie Liaison Team within the first 7 days of each quarter (January, April, July or October). For Application Form submitted within the first 7 days of each quarter, the use of CC/CH will be decided by drawing lots.
4. The completed Application Form may be returned to the District Facilitie Liaison Team 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 the date of postmark. A public drawing of lots will be held **within 14 working days** after the deadline for submission. The applicant must also submit the original application form before lot drawing otherwise the application will not be processed.
5. Successful applicant will be allocated sessions as the information shown on the Application Form. Result of drawing of lots will be announced within 7 working days in all CC/CH in the district.
6. After all first round application forms are processed in accordance with the above procedures, the remaining sessions will be announced in all CC/CH in the district. The KTDO will accept waitlist applications for the remaining sessions (if any). The deadline for submission is 5:30 p.m. of each day. Waitlist applicants have to submit Formal Application Forms to the respective Liaison Teams. If more than one waitlist applications for the same session are submitted at the same time, the use of CC/CH will also be decided by drawing lots. With regard to venue allocation, organizations which hold the following specific “non-continuous” activities will be given priority among waitlist applications. (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.

#### General Meeting of Owners’ Corporations and Owners’ Committees

- \* Conference organized by non-profit making organizations 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)

7. In normal circumstances, the applicant should make application with the respective Liaison Teams of the KTDO at least 7 working days before the date of activity.

8. Organizations holding large-scale and one-off activities may have priority in using the CC/CH facilities on Sunday or public holidays. However, the following requirements regarding the number of participants have to be met:

<u>CC/CH</u>	<u>Minimum number of participants at large-scale and one-off activities held on Sunday/public holidays</u>
Kai Yip Community Hall	65
Kwun Tong Community Centre	75
Lam Tin (East) Community Hall	100
Lam Tin (West) Estate Community Centre	15
Lok Wah Estate Community Centre	90
Sai Tso Wan Neighbourhood Community Centre	65
Sau Mau Ping (Central) Estate Community Centre	30 (Hall) 30 (Activity Room)
Shun Lee Estate Community Centre	100

Each organization may book the facility once a month for holding large-scale activity. If no large-scale activity is held in the CC/CH, 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 CC/CH will also be decided by drawing lots. If large-scale activity is held, the venue has to be returned.

9. If amendments regarding details of the use of venue (e.g. cancellation of the use of the venue, change of the nature of activity etc) have to be made, the organization should provide explanation by notifying the respective Liaison Teams in writing at least 14 days before the date of activity. Regarding such amendments, the KTDO reserves the right to revoke the approved application for the use of the Hall/Conference Room. If the KTDO is informed in writing of any cancellation of the use of the venue, the sessions involved will be available for application on the third working day starting from the date of cancellation.
10. The applicant will be informed in writing of the outcome of the application as soon as possible. On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant together with the Letter of Approval if payment is required.

V. Maximum and Minimum Number of Participants in Kwun Tong Community Centres/Community Halls

CC/CH	Minimum Number of Participants			Maximum Number of Participants	
	Hall (Sunday & Public Holidays)	Hall (Monday to Saturday(except Public Holidays))	Conference Room (all sessions)	Hall (all sessions)	Conference Room (all sessions)
Kai Yip Community Hall	65	15	5	250	30
Kwun Tong Community Centre	75	15	5	300	40
Lam Tin (East) Community Hall	100	15	5	400	30
Lam Tin (West) Estate Community Centre	15	10	-	60	-
Lok Wah Estate Community Centre	90	15	5	350	30
Sai Tso Wan Neighbourhood Community Centre	65	15	5	250	30
Sau Mau Ping (Central) Estate Community Centre	30	10 (Hall or Activity Room)  15 (Using both Hall and Activity Room)	Not applicable	180 (Using both Hall and Activity Room)	Not applicable
Shun Lee Estate Community Centre	100	15	5	400	30

If the number of participants does not comply with the above requirements , the KTDO may issue warning letters and terminate the use of venue immediately.

VI. Guidelines for Users

1. Users should read the Guidelines for Users and sign the “Users’ Charter” before using the CC/CH facilities. After usage, the responsible person of the organization should complete a questionnaire on the use of venue and drop the completed questionnaire into the suggestion box in the CC/CH at once.
2. Except with the approval from the KTDO, no fund-raising activities to collect money/materials are allowed in the CC/CH area.

3. If payment is required, the applicant should settle the charges with the Treasury as soon as possible. No cash should be handed to any duty officers of the CC/CH.
4. Before using the CC/CH facilities, the applicant has to produce the receipted Demand Note or the Letter of Approval (where payment has been exempted), and to declare the number of participants to the duty officers of the CC/CH at the entrance of the Hall. Otherwise, the applicant is deemed to be absent. Persistent absence may jeopardize future applications.
5. In normal circumstances, the duty officers of the CC/CH will assist the applicant in opening and closing the door of the Hall and the facilities, such as hi-fi cabinet. Under special circumstances, the applicant may have to collect keys to the Hall and the facilities from the KTDO, and to sign an Undertaking to assume responsibilities for any damage to the facilities and not to duplicate keys. The person-in-charge using the venue should inspect the areas, such as the Hall, Storage Room, Dressing Room, Stage, Toilets and hidden areas before leaving. He has to ensure that no one stays in the venue, and all the doors and windows are properly locked before leaving.
6. All users should take good care of the facilities in the venue. They should put the items back to their places and clean the venue before leaving. The KTDO reserves the right to take action against the damage to the facilities of the Centre.
7. Except with the prior approval from the respective Liaison Teams, activities such as ball playing and kicking, and throwing objects are not allowed in any venues to avoid damages to facilities.
8. No adhesive tapes are to be affixed to the floor of the Hall to avoid damages to the floor. If moving of stuff is required in the Hall, please be careful to avoid damages to the floor.
9. If the loan of tables, chairs, Dressing Room, lighting, hi-fi or other facilities is required, please notify the respective Liaison Teams in advance for arrangements. The person-in-charge using the venue should ensure that the venue and the facilities are clean and in good order. He should put all tables, chairs and items on loan back to their original positions or return them to the duty officers of the CC/CH when leaving. And all the rubbish should be properly disposed of.
10. Materials which make the floor slippery should not be splashed or spread onto the floor of the Hall, Conference Room, Activity Room or Basketball Court by whatever means. The organizer should ensure that participants of the activity observe this requirement. In case of contravention of the requirement, the duty officers of the CC/CH reserve the rights to stop the organizer and participants of the activity from using the venue at once and to require the organizer to properly clean the venue without delay. Apart from being stopped from using the venue at once, the organization in contravention of the requirement, will be disqualified from booking the venues for a year with immediate effect (Starting from the date of violation, all the approved applications will be cancelled at once). Any payment made will not be refunded. The organizer shall assume responsibility for any loss, injury and/or death arising from contravention of the rules.
11. Eating is strictly prohibited in the Hall, the Conference Room and Activity Room. Under special circumstances where eating in the venue is required, the applicant should submit written application to the respective Liaison Teams in advance.
12. No tables and chairs are to be removed from the Conference Room without approval.
13. Smoking is strictly prohibited in the CC/CH.
14. To ensure good ventilation, the organizer may open windows on both sides of the Hall when air conditioning facilities are not in use. However, the windows have to be closed before the users leave the venue.

15. Fire lighting is strictly prohibited in the Hall, the Conference Room and Activity Room. Whether the CC/CH facilities are damaged, the KTDO shall take action against those who light a fire without approval and claim for compensation for the damaged items or facilities.
16. The duty officers of the CC/CH will notify the users to clean the venue 15 minutes before the hire session ends. The users should leave the venue 5 minutes before the hire session ends. All users shall leave the CC/CH before 10:00 p.m..
17. The officers of the KTDO shall have the right to enter the venue at any time during the hire session.
18. Except with the approval from the KTDO, no buildings or structures (e.g. altar, temporary platform) are to be erected in the Hall.
19. The responsible person/authorized person of the organization has to sign a declaration (1) before the activity. During the activity, the declaration has to be displayed near the entrance of the venue. The declaration (1) has to be signed by the responsible person/authorized person to certify that the content is true and correct.
20. The responsible person of the organization has to sign a declaration (2) after using the venue so as to declare the details of usage (including the actual number of users, information if any charges are imposed etc). The completed declaration (2) should be returned to staff members of the CC/CH immediately after the activity.
21. If the organization is a Mutual Aid Committee, Owners' Corporations or Owners' Committees established in accordance with the Deed of Mutual Covenant, posters or notices of the activity should be displayed on notice boards of the buildings concerned to inform residents of the activity.
22. The applicant should be the responsible person of the organization (e.g. chairman, president, executive director, principal etc). The applicant or his authorized person (who should be a member of the organization) has to bring along the original of the Letter of Approval and Letter of Authorization to the CC/CH concerned to make application.
23. The following terms are applicable to organizations which hold "continuous" dancing classes and dancing competitions/demonstrations and are exempted from hire charges:
  - (i) The organizations themselves are to be held responsible for the planning and monitoring of the dancing classes/activities and the associated financial arrangements. If the activities are to be held jointly with organizations/bodies that are not qualified for exemption from hire charges, the organizations or individuals concerned (e.g. dancing instructor or responsible person of dance company) shall not be authorized or entrusted to undertake such matters;
  - (ii) Copies of publicity materials (e.g. posters, admission advertisements) pertaining to the activities should be submitted and locations of posting the materials be made known to the KTDO before the activities. Detailed statement of revenue and expenditure should also be tendered to the KTDO after the activities;
  - (iii) At least half of the participants of the training classes/activities should be Kwun Tong residents;
  - (iv) The KTDO may check and inspect the documents and receipts of the training classes/activities as and when necessary.

## VII. Guidelines on the Use of the Stage

1. If adjustment to lighting frame is required, staff members on the Stage shall be notified and evacuated in advance and the operation shall be assisted by the duty officers of the CC/CH. As directed by the Electrical and Mechanical Services Department, no objects are to be hung on lighting frame to prevent the lighting frame from falling as a result of overloading.
2. In all circumstances, no lighting systems (particularly the lighting panel) are to be moved when the power is on to avoid damages to the facilities.
3. Do not adjust the height of lighting device when in use to avoid damages to tungsten wire. Also, reflective paper and colour paper should not be affixed to lighting device.
4. If the use of energy consuming electrical device is required in the venue, the duty officers of the CC/CH should be notified in advance.
5. Objects should not be posted on the walls of the Stage. With regard to setting, please use roving scenery or frames on the wall at the back of the Stage.
6. Please be careful when moving of stuff or scenery is required on the Stage to avoid damages to the floor or floor lights.
7. Do not fasten or affix any objects or display banners on curtains of the Stage to prevent curtains from being torn or damaged.

## VIII. Guidelines on the Use of Air-conditioning Facilities in the Hall

1. If the applicant considers it necessary to provide air-conditioning for the activity, he may make application together with the submission of application for the use of the venue and pay the charge required. For applicants exempted from hire charges for using the venue, air-conditioning will be provided free of charge by the duty officers of the CC/CH when the air temperature rises to  $25.5^{\circ}\text{C}$  (as announced by the Hong Kong Observatory) .
2. For applicants exempted from hire charges for using the venue, air-conditioning will be provided free of charge when the number of participants meets the following requirements:

<u>CC/CH</u>	<u>Minimum number of participants at large-scale activities for exemption from air-conditioning charge</u>
Kai Yip Community Hall	65
Kwun Tong Community Centre	75
Lam Tin (East) Community Hall	100
Lam Tin (West) Estate Community Centre	15
Lok Wah Estate Community Centre	90
Sai Tso Wan Neighbourhood Community Centre	65

Sau Mau Ping (Central) Estate Community Centre	30 (Using Hall or Activity Room) 30 (Using both Hall and Activity Room)
Shun Lee Estate Community Centre	100

- If the applicant requests the use of unreserved air-conditioning facilities and is unable to pay the relevant charge before the activity, he may obtain an Undertaking from the duty officers of CC/CH. By completing the Undertaking, he agrees to pay the relevant charge according to the requirements after using the air-conditioning facilities. On receipt of the completed Undertaking, the duty officers will activate the air-conditioning facilities. The Demand Note will be sent to the applicant later.

#### IX. Others

- If Typhoon Signal No. 8 or above or Rainstorm Black Signal is issued by the Hong Kong Observatory when the Hall, the Conference Room and Activity Room of the CC/CH is in use, the Hall, the Conference Room and Activity Room will be closed. Users should take immediate action to terminate the activity and leave the CC/CH, or stay in the CC/CH until conditions are safe for them to leave.
- If Typhoon Signal No. 8 or above or Rainstorm Black Signal is issued by the Hong Kong Observatory within two hours before the booked session, the session will be cancelled. In case of cancellation of the above signals, the KTDO will make arrangements as follows:

<u>Signal Cancellation Time</u>	<u>CC/CH Closing Time</u>
Signal cancelled between 9:00 a.m. and 11:00 a.m.	CC/CH close from 9:00 a.m. to 2:00 p.m. (Reopen after 2:00 p.m.)
Signal cancelled between 11:00 a.m. and 4:00 p.m.	CC/CH close from 2:00 p.m. to 6:00 p.m. (Reopen after 6:00 p.m.)
Signal cancelled at or after 4:00 p.m.	CC/CH close from 6:00 p.m. to 10:00 p.m.

Those who have booked the CC/CH facilities may call the KTDO at 2171 7426 for enquiries.

- Under special circumstances, e.g. the venue has to be reserved for emergency shelter or accommodating typhoon victims, the KTDO reserves the right to cancel the approved applications for booking the venue. However, the KTDO officers will notify the affected applicants as soon as possible. Any payment made to the Treasury will be refunded on production of the receipted Demand Note. The KTDO shall not be liable to all damages arising from cancellation of approval.
- All organizations/ members should strictly observe the guidelines on the use of the CC/CH. For any act in violation of the rules, the KTDO will issue a written warning to the organization. If 3 written warnings are issued within 12 months (starting from the date of the first written warning), the organization will be disqualified for booking the venues for 3 months. If the organization seriously violates the rules (e.g. sprinkling powder on the floor, letting others use the venue without authorization etc), it will be disqualified from booking the venues for a year with immediate effect (Starting from the date of violation, all the approved applications will be cancelled at once). Any payment made will not be refunded.

5. Written notification of cancellation of the proposed activity should be given to the respective Liaison Teams at least 14 days in advance\_(Not applicable if there are less than 14 days between the date of approval and the date of booking). Otherwise, the payment made will not be refunded. If the applicant follows the rules to inform the KTDO of the cancellation of booking, the payment made will be refunded on production of the receipted Demand Note. If there are less than 14 days between the date of approval and the date of booking, the hire charges paid by the applicant will not be refunded even though the KTDO is informed in writing of the cancellation of booking. Persistent cancellation of activity may jeopardize future applications submitted by the organization/member.
  
6. If the applicant contravenes the conditions of the following documents, the KTDO may, upon repeated advice, cancel the approved application at once and take over the venue immediately. The KTDO also reserves the right not to accept future applications submitted by the applicant. Such documents include:
  - (a) Guidelines on the Use of Facilities Available in a Community Centre/Community Hall;
  - (b) Exemptions from Payment of Charges for Use of Facilities in Community Centres/Community Halls; and
  - (c) Guidelines on the Use of Facilities in Kwun Tong Community Centres/Community Halls.
  
7. For other detailed rules and conditions, charging criteria and hall facilities regarding the use of the Hall, the applicant may refer to annexes of the Application Form for the Use of Facilities in Community Centres/Community Halls, or contact the respective Liaison Teams for enquiries.

Kwun Tong District Office

13<sup>th</sup> May, 2011