

Guidelines on the Use of Facilities Available in a Community Hall / Community Centre (CH/CC)
(as at December 2010)

A. Eligibility criteria for the use of the facilities

The eligibility criteria for the use of facilities available in a CC/CH are as follows –

- (1) The applicant should either be a registered organization or a registered school. Preference will be given to charitable organizations and non-profit making organizations.
- (2) Activities must be held in accordance with public interest and the law in Hong Kong. Activities which will violate public order will not be permitted.
- (3) Preference will be given to Southern district organizations applying for use of facilities in CH/CC for organizing community involvement projects.

B. Procedure for application/payment of charges

- (1) 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 I.
- (2) Application forms are obtainable at the CH/CC, respective District Offices and the homepage of Home Affairs Department (www.had.gov.hk). Telephone booking of the facilities is not accepted.
- (3) 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.
- (4) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required.
- (5) 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.
- (6) 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.
- (7) 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. Any organization which cancels its application without prior written notification for 3 times will be prohibited from using CH/CC for 6 months.
- (8) 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.
- (9) If an applicant fails to turn up without the notification required by (7) above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- (10) Should there be any alterations regarding the application, please notify us in writing and give explanations as well. We reserve the right not to accept any such alteration and withdraw our approval of renting the facilities in CH/CC.

- (11) The applicant organization must not rent out the area to other organizations or its subsidiaries in private; otherwise, we will immediately withdraw our approval of renting the facilities in CH/CC.
- (12) 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.
- (13) If the participants are charged for participating in the activity, the applicant organization must submit to us a duly signed income and expenditure account and all copies of receipts for examination by our staff within 1 month after the activity is held.
- (14) Hiring facilities in Multi-purpose Halls, Conference Rooms and Multi-purpose Activity Rooms (MH/CR/MAR) will be treated on a first-come-first-served basis. When more than one applicant submits an application on the same date and applies for the same period, lots will be drawn and we reserve the right to alter this policy. If the concerned organization fails to send a representative to attend the draw, the draw will still proceed and the organization will be informed of the drawing results.

C. Regulations and conditions to be followed by applicant

- (1) To ensure fire safety, the following regulations and conditions should be followed by 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 / CO₂ fire extinguisher should be provided at the following locations:
 - ✧ at the command post; and
 - ✧ at the main entrance
- (2) The gathering or activities must be held in accordance with the programme previously submitted by the applicant.
- (3) The activities conducted and the noise thus generated must not interfere with other activities being held in the CH/CC.
- (4) 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.
- (5) For safety precautions, smoking and burning incense or paper offerings are strictly prohibited.
- (6) Emission of smoke or engaging in any activities which would set off the fire detector are strictly prohibited.

- (7) Applicant organization approved to use the CH/CC or facilities should arrive at the venue within the first 30 minutes of the reserved time slot.
- (8) 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.
- (9) The applicant shall maintain good order and discipline during the gathering and clean the place after use.
- (10) Do not solicit donation or conduct sales activities or auctions within the venue.
- (11) No structure such as dais and altar, etc. shall be erected.
- (12) The applicant might have to provide its own sound equipment.
- (13) 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.
- (14) 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.
- (15) Our approval to use the facilities in the MH/CR/MAR is subject to change without prior notice.
- (16) 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.
- (17) 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.
- (18) 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 C(17) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (19) 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.
- (20) For the purposes of clauses C(17) and C(18), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (21) The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.
- (22) The applicant organization must ensure that the total number of participants **does not exceed** the anticipated number of participants as stated in the application form or the maximum capacity of the venue; otherwise, for the sake of safe precautions, we have the right to restrict the number of individuals participating in the activity or immediately terminate the right of use and have the place cleared.
- (23) The minimum number of people using the CH/CC Multi-purpose Hall is 15, but this rule does not apply to badminton activities.
- (24) If Tropical Cyclone Warning Signal No. 8 or above, or a “Black” Rainstorm Signal is issued, the MH/CR/MAR will be closed. Applicants who have booked the facilities may call the relevant CH/CC or the Southern District Office at the following numbers for enquiries –

Venues	Telephone Numbers
Wah Kwai Community Centre	2551 0111
South Horizons Neighbourhood Community Centre	2814 5828
Ap Lei Chau Community Hall	2555 1014
Lei Tung Community Hall	2873 1877
Stanley Community Hall	2813 0306
Southern District Office	2814 5750

- (25) We reserve the right to alter the content of the guidelines without prior notice.

D. Warning Letters would be issued to applicants violating the above regulations and conditions

Applicants violating the above regulations and conditions shall be issued a warning letter. Any organization which has received 3 or more warning letters within one year will be prohibited from using the CH/CC for 6 months.

Rates of Charges and Exemptions from Payment of Charges for Use of Facilities and Community Halls / Community Centres

Exemptions from Payment of Charges

- (1) The facilities may be made available to the Home Affairs Department and other Government departments 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 or non-profit making schools;
 - (iii) offices of the Legislative Councillors and District Councillors;
 - (iv) charitable organizations;
 - (v) non-profit making organizations (Note: Please submit valid supporting documents or the organization's constitution);
 - (vi) local committees recognised by the Government; and
 - (vii) Government Departments.
- (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) Even though the applicant organization is non-profit making, the proposed activity should be non-profit making and contribute to district welfare and district building. If the activity brings in profit for the applicant, the applicant will not be granted exemption from payment of charges.
- (5) Opening hours of community halls / community centres –

Community halls / community centres are available for booking in advance (please refer to Annex II). The time available for hiring is from 9 a.m. to 10 p.m. and may be extended to 10:30 p.m. for big scale functions or activities.

The South Horizons Neighbourhood Community Centre is managed by the Southern District Arts and Culture Association under the "Tryout Scheme". From 1 September 2008 onwards, the Association will have priority over the use of the multi-purpose hall and conference room of the Centre from 6 p.m. to 10 p.m. on Thursday, 5 p.m. to 10 p.m. on Friday and 1 p.m. to 6 p.m. on Saturday.

The Ap Lei Chau Community Hall is managed by the Southern District Recreation and Sports Association under the "Tryout Scheme". From 1 September 2008 onwards, the Association will have priority over the use of the multi-purpose hall of the Centre from 9 a.m. to 10 p.m. from Tuesday to Thursday; and the use of the conference room from 12 noon to 10 p.m. on Tuesday, 9 a.m. to 10 p.m. on Wednesday and 12 noon to 10 p.m. on Thursday.

Rates of Charges for Use of Hall and Other Facilities in CH/CCs

Facility	Rate (per hour)	Remarks
Multi-purpose Hall – basic charge	\$82	Chairs provided. Applicant to provide public address system and its own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall – air-conditioning charge	Please refer to the rates of air-conditioning charges for multi-purpose halls as listed below –	
(i) Wah Kwai CC	\$125	
(ii) South Horizons Neighbourhood CC	\$105	
(iii) Ap Lei Chau CH	\$105	
(iv) Lei Tung CH	\$105	
(v) Stanley CH	\$81	
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 / whiteboard provided
Conference Room – air-conditioning charge	\$11	
Badminton Court – basic charge	\$59	Charged on a per court basis
Badminton Court – air-conditioning charge	Same as air-conditioning charges for multi-purpose halls	
Multi-purpose Activity Room – basic charge	\$44	
Multi-purpose Activity Room – air-conditioning charge	\$10	

Details on the application for Multi-purpose Hall (MH) / Conference Room (CR) / Multi-purpose Activity Room (MAR) of Community Halls / Community Centres (CH/CC)

A. Details on the application for MH / CR / MAR of CH/CC on one-time basis

1. The applicant should submit, at least four weeks to three months in advance, a completed application form (in duplicate) to the Ap Lei Chau Liaison Team / Stanley / Wah Kwai Sub-office, Southern District Office (hereinafter referred to as “We”/“us”), specifying the purpose and the programme of the proposed activities.
2. We do not accept application submitted more than three months or less than four weeks in advance.
3. The applicant should submit its application for reduction or waiver of hire charges at the same time if it can satisfy the conditions set down in Annex I. Religious activities which are cultural and leisure in nature and contribute to district building are also eligible for exemption from hire charges. Otherwise, no exemption from hire charges will be granted.
4. The applicant may apply for the use of MH or CR/MAR of Wah Kwai Community Centre for a maximum of 3 days per month.

B. Details on long-term hiring of the MH / CR / MAR of CH/CC

1. Long term hiring of the MH and CR/MAR of Wah Kwai Community Centre
 - a. The applicant should submit a completed application form at least eight weeks to three months before the proposed date of using the MH. (We do not accept application submitted more than three months or less than eight weeks in advance.)
 - b. The applicant should submit a completed application form at least four weeks to three months before the proposed date of using the CR/MAR. (We do not accept application submitted more than three months or less than four weeks in advance)
 - c. Long term hiring of the MH or CR/MAR is only available on Monday, Tuesday, Wednesday and Friday, but not on Thursday, Saturday and Sunday.
 - d. Long term hiring is divided into peak and non-peak hours:

Peak hours (subdivided into the following four time slots):

(i) Monday:	7 p.m. to 10 p.m.
(ii) Tuesday:	7 p.m. to 10 p.m.
(iii) Wednesday:	7 p.m. to 10 p.m.
(iv) Friday:	7 p.m. to 10 p.m.

Non-peak hours: Monday, Tuesday, Wednesday and Friday
9 a.m. to 7 p.m.
 - e. The applicant for long term hiring of the MH or CR/MAR may only apply for one out of the four time slots within peak hours and/or any time slot within non-peak hours. The maximum hiring period is twelve weeks. The applicant who intends to continue hiring the same time slot must submit a fresh application which will be approved if no other organization applies for it.

2. Long-term hiring of the MH, CR and MAR of South Horizons Neighbourhood Community Centre

- a. Applicants may hire the MH, CR or MAR for a maximum of twelve consecutive weeks.
- b. The applicant should submit a completed application form at least eight weeks to three months before the proposed date of using the MH. (We do not accept application submitted more than three months or less than eight weeks in advance.)
- c. The applicant should submit a completed application form at least four weeks to three months before the proposed date of using the CR or MAR. (We do not accept application submitted more than three months or less than four weeks in advance)
- d. Details of long-term hiring are as follows –

Venue	Time
South Horizons Neighbourhood Community Centre	Tuesday and Wednesday: 9 a.m. to 10 p.m.

3. Long-term hiring of the MH and CR of Ap Lei Chau Community Hall

- a. The applicant may hire the MH or CR for a maximum of twelve consecutive weeks.
- b. The applicant should submit a completed application form at least eight weeks to three months before the proposed date of using the MH. (We do not accept application submitted more than three months or less than eight weeks in advance.)
- c. The applicant should submit a completed application form at least four weeks to three months before the proposed date of using the CR. (We do not accept application submitted more than three months or less than four weeks in advance)
- d. Details of long-term hiring are as follows –

Venue	Time
Ap Lei Chau Community Hall	Monday and Friday: 9 a.m. to 10 p.m.

4. Long-term hiring of the MH ,CR and MAR of Lei Tung Community Hall

- a. The applicant may hire the MH, CR or MAR for a maximum of twelve consecutive weeks.
- b. The applicant should submit a completed application form at least eight weeks to three months before the proposed date of using the MH. (We do not accept application submitted more than three months or less than eight weeks in advance.)
- c. The applicant should submit a completed application form at least four weeks to three months before the proposed date of using the CR or MAR. (We do not accept application submitted more than three months or less than four weeks in advance)
- d. Details of long-term hiring are as follows –

Venue	Time
Lei Tung Community Hall	Tuesday, Wednesday and Thursday: 9 a.m. to 10 p.m.

5. Long term hiring of the MH and CR of Stanley Community Hall

- a. The applicant should submit a completed application form at least eight weeks to three months before the proposed date of using the MH. (We do not accept application submitted more than three months or less than eight weeks in advance.)
- b. The applicant should submit a completed application form at least four weeks to three months before the proposed date of using the CR. (We do not accept application submitted more than three months or less than four weeks in advance)
- c. Long term hiring of the MH or CR is only available on Monday, Tuesday, Thursday and Friday, but not on Wednesday, Saturday and Sunday.
- d. Long term hiring is divided into peak and non-peak hours:
Peak hours (subdivided into the following four time slots):
 - (i) Monday: 7 p.m. to 10 p.m.
 - (ii) Tuesday: 7 p.m. to 10 p.m.
 - (iii) Wednesday: 7 p.m. to 10 p.m.
 - (iv) Friday: 7 p.m. to 10 p.m.Non-peak hours: Monday, Tuesday, Wednesday and Friday
9 a.m. to 7 p.m.
- e. The applicant for long term hiring of the MH or CR may only apply for one out of the four time slots within peak hours and/or any time slot within non-peak hours. The maximum hiring period is twelve weeks. The applicant who intends to continue hiring the same time slot must submit a fresh application which will be approved if no other organization applies for it.

6. Hiring of MH of CH/CC during festive days

- a. Festive days will be excluded from long term hiring of MH of CH/CC. The list of festive days is tabled below. Period of long term hiring will NOT be extended due to exclusion of festive days from long term hiring, i.e. the maximum hiring period of long term hiring remains unchanged as twelve weeks;
- b. Applications for the MH of CH/CC on festive days to organize festive events would have priority over interest class or practice sessions. However, if no application for the use of the MH of CH/CC for a particular festive day is received, the applicant of the original long term hiring period of the MH of CH/CC can continue to use the MH of CH/CC;
- c. Applications for hiring the MH of CH/CC on festive days follow the same guidelines for application for hiring MH/CR/MAR of CH/CC on a one-time basis. Please refer to the relevant paragraphs for details –

Festive Days on which long term hiring of Multi-purpose Hall is not available

Serial Number	Festive Day
1	New Year Day (1 January)
2	The last day of the Lunar Calendar
3	Lunar New Year's Day (The 1 st day of the Lunar Calendar)
4	The 2 nd day of the Lunar New Year
5	The 3 rd day of the Lunar New Year
6	Valentine's Day (14 February)
7	Lantern Festival (15 th day of the 1 st month in Lunar Calendar)
8	Easter Monday
9	Ching Ming Festival
10	Labour Day (1 May)
11	The Buddha's Birthday (8 th day of the 4 th month in Lunar Calendar)
12	Tuen Ng Festival (5 th day of the 5 th month in Lunar Calendar)
13	Hong Kong Special Administrative Region Establishment Day (1 July)
14	The day before Mid-Autumn Festival (14 th day of the 8 th month in Lunar Calendar)
15	Mid-Autumn Festival (15 th day of the 8 th month in Lunar Calendar)
16	The Day following Mid-Autumn Festival (16 th day of the 8 th month in Lunar Calendar)
17	National Day (1 October)
18	Chung Yeung Festival (9 th day of the 9 th month in Lunar Calendar)
19	Christmas Eve (24 December)
20	Christmas Day (25 December)
21	New Year's Eve (31 December)
Total	21 Days