

## **Community Centres and Community Halls in Sham Shui Po District**

### **User Guidelines**

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(1) Time and facilities available for booking

The addresses, telephone numbers and facilities available for booking of the 8 community centres and community halls (CC/CH) under the management of Sham Shui Po District Office (SSPDO) are set out in Appendix I. The facilities are available for booking from 9:00 a.m. to 10:00 p.m. daily, but adjustments might be made by SSPDO having regard to the availability of resources.

(2) Eligibility criteria for the use of the facilities

- (a) The applicant should be a registered society, an organization, a school, a Government recognized district committee or organization, or a Government Department. Application from non-recognized organization or individual will be processed only under special circumstances.
- (b) The proposed activities must be in the interest of the public or serve the purpose of community building. Activities of commercial or profit-making nature, in breach of the law or liable to cause social disorder will not be allowed.

(3) Procedures for application

- (a) Application forms are obtainable at the Public Enquiry Service Centre of SSPDO, CC/CH of Sham Shui Po District and the homepage of Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)). For enquiries about the application procedures, please contact the SSPDO by phone.
- (b) The applicant should submit, at least two weeks in advance, a completed application form to the SSPDO setting out the co-organizer, if any. If necessary, the applicant may be requested to submit the programme of the proposed activities. If the proposed activity involves charging fees from the participants, the applicant should also submit an estimate of income and expenditure for consideration. The applicant should submit his application for waiver of hire charges at the same time if he and his co-organizer, if any, can satisfy the conditions set down in Part 2, Appendix II.
- (c) 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.
- (d) Organizations that have offices in Sham Shui Po District can submit applications for the use of the CC/CH not more than 6 months in advance (e.g. in January, applications for the use of the CC/CH during the period from January until June of the same year will be accepted). Organizations with offices outside Sham Shui Po District can submit applications for the use of the CC/CH not more than two months in advance. Irrespective of how many hours the applicant intends to book the facilities of a CC/CH in a day (calculation starting from midnight), approval will only be given to not more than 20 hours of booking a day and consideration will be given on a first-come-first-served basis. In calculating the number of hours of booking,

each kind of facility in a CC/CH, including multi-purpose hall, conference room, activity room and open-air playground, will be treated separately. For instance, approval will be given to an applicant who applies to book the hall of a CC/CH for a period of 20 hours and the conference room of the same CC/CH for a period of 20 hours in the same day. If an applicant submits application for booking the facilities for a period in excess of the allowable hours a day (i.e. 20 hours per day per applicant), the unapproved hours of booking will be carried forward to the following day and be processed together with other applications on a 20 hours-a-day basis. The SSPDO reserves the right of final decision on all applications.

- (e) The applicant will be informed in writing of the outcome of his 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. If payment is required, a Demand Note for the settlement of the charges will be sent together. The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein.
- (f) Written notification of cancellation of the use of the CC/CH facilities should be given to the SSPDO at least two weeks in advance of the proposed activities. Necessary action will be taken to refund any payment already made on production of receipted Demand Note.
- (g) If the venue has to be reserved for departmental use under emergency relief arrangement: for example, to accommodate typhoon victims, the organization will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.
- (h) If an applicant fails to turn up without the notification required by (f) above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- (i) Personal data contained in the application forms may be disclosed to the relevant bureaux, departments and other individuals and organizations for the purpose of promotion of community involvement project and promoting public participation in community affairs. Applicants have rights of access to and correction of their personal data and can apply for a copy of the personal data contained in their application forms.

(4) Charges for the use of the facilities

- (a) Rates of charges for the use of the facilities of the CC/CH are set out in Part 1 of Appendix II. The rates of charges will be reviewed regularly and revised where necessary.
- (b) Applications for waiver of charges will be considered in accordance with the guidelines set out in Part 2 of Appendix II.

(5) Conditions to be followed by the applicants

- (a) Regulations and requirements on fire safety are set out in Appendix III.

- (b) 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.
- (c) Staff members of the SSPDO shall have the right to enter, at any time, any part of the CC/CH used by the applicant and to impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe these additional conditions, the staff members may terminate the applicant's right of use at any time and have the place cleared.
- (d) 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.

- (e) 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 5(d) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (f) 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.

- (g) For the purposes of clauses 5(d) and 5(e), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (h) The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.
- (i) In case of emergency, staff members of the SSPDO reserve the right to withdraw the approval given to an application with regard to the use of the facilities of the CC/CH at any time, and the applicant will be informed as early as possible. In such cases, any payment made will be refunded upon production of receipted Demand Note.
- (j) The SSPDO reserves the right not to grant the use of the CC/CH facilities to any applicant organization.
- (k) The applicant organization should strictly observe the rules and regulations on the use of the facilities. Any act in violation of the rules and regulations will be subject to investigation by the SSPDO. If it is found that such violation is due to any negligent act, breach of duty and default and/or omission on the part of the applicant organization or the responsible person of the activity, a written warning will be issued to the organization, and its name will be put under a surveillance list for 6 months. If the organization breaches any rules during the surveillance period, a final warning will be issued to it. If there are further breaches, no application from the organization shall be considered for the next 3 months at maximum, having regard to the gravity of the breach. The organization will be informed in writing about the decision.

6. Rules to be followed by the applicants

- (a) The number of participants should not exceed the maximum capacity of the venue.
- (b) The gathering or activities must be held in accordance with the programme previously submitted by the applicant. Any amendments to the programme should be brought to the attention of the SSPDO promptly.
- (c) Activities conducted and any noise produced thereby must not interfere with other activities that are going on in the CC/CH.
- (d) No posters, slogans, banners or portraits other than the backdrops and banners required for the activities are to be posted or hung when using the CC/CH. Chanting of slogans and activities that disturb public order are strictly prohibited.
- (e) The applicant shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or other materials that are difficult to remove such as lacquer and paints on the walls, furniture, floors and other equipment. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the venue.

- (f) The applicant shall maintain good order and discipline during the gathering. After use, the applicant shall clean the place and hand back the venue at scheduled time.
- (g) The applicant shall arrange his or her own sound equipment.
- (h) No additional electric appliances and lighting equipment are to be installed in any part of the venue unless prior approval from the SSPDO has been obtained.
- (i) If lighting equipment 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 should employ a specialist technician to operate the control panel and notify the staff members at the venue. The applicant shall assume full responsibility for any damage caused.
- (j) If operation of audio system and stage lighting system are required in the course of using the hall of Lai Kok Community Hall, application for their use must be submitted along with the application for the venue. Upon approval, the applicant should employ a specialist technician to operate the control panels and notify the staff members at the venue. The applicant shall assume full responsibility for any damage caused.
- (k) Air-conditioning will be provided to the applicant upon prior application and payment of suitable amount according to the standard rates of charges in Appendix II. For applicants exempted from hire charges for using the venue, air-conditioning will be provided free of charge by the SSPDO when the air temperature recorded by the Hong Kong Observatory rises above 25.5°C and the number of participants reaches 10 or above. If the air temperature recorded by the Hong Kong Observatory rises to 27°C, air-conditioning will be provided free of charge by the SSPDO irrespective of the number of participants.
- (l) Smoking is not allowed inside the CC/CH.
- (m) No eating is allowed inside the venue unless prior approval has been granted. The guidelines on application for eating inside the Multi-purpose Hall / Conference Room / Activity Room are set out in Appendix IV.
- (n) The decoration of the venue should comply with the regulations and requirements on fire safety set out in Appendix III.

(7) Arrangement under Typhoon or Rainstorm Warnings

- (a) In the event of a Tropical Cyclone Signal No. 8 or above is hoisted or a Black Rainstorm Warning is issued by the Hong Kong Observatory, the CC/CH facilities will be closed. Users should terminate the activity immediately and leave the CC/CH, or stay in the CC/CH until conditions are safe for them to leave.

- (b) If Tropical Cyclone Signal No. 8 or above is hoisted or a Black Rainstorm Warning is issued by the Hong Kong Observatory within two hours before the booked session, the booked session will be cancelled. In case of cancellation of the above signals/warnings, SSPDO will make arrangements as follows:

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

Users may call the CC/CH or SSPDO at the following telephone numbers to make enquiries:

	<b>About arrangement of facilities during the activity date</b>	<b>About loan of equipment and use of facilities</b>
	CC/CH Service Hours: Mon to Sun (9:00 a.m. to 10:00 p.m.) [Except Lunar New Year Holidays]	SSPDO Liaison Team Service Hours: Mon to Fri (9:00 a.m. – 1:00 p.m. 2:00 p.m. – 6:00 p.m.)
Cheung Sha Wan Community Centre	2361 7787	2150 8142
Nam Cheong District Community Centre	2728 0283	2150 8147
Tai Hang Tung Community Centre	2776 8233	2150 8144
Lai Kok Community Hall	2386 4882	2150 8142
Shek Kip Mei Community Hall	2778 1127	2150 8147
Pak Tin Community Hall	2779 1162	2150 8144
Lai Chi Kok Community Hall	3528 0747	2150 8146
Mei Foo Community Hall	2743 3200	2150 8146

(8) Enquiry

Enquiries about this guideline can be addressed to the staff members of SSPDO at 2150 8127.

**Community Centres and Community Halls available for public use**

<b><u>Community Centers/ Halls of Sham Shui Po District</u></b>		<b><u>Facilities available for booking</u></b>	<b><u>Seating capacity</u></b>
1.	<b>Cheung Sha Wan Community Centre</b> Address : 55 Fat Tseung Street, Cheung Sha Wan, Sham Shui Po, Kowloon Tel. : 2361 7787	Hall (can be set up as badminton court; male/female dressing room provided) Outdoor Play Area Multi-purpose Activity Room	200   30
2.	<b>Nam Cheong District Community Centre</b> Address : 1 Cheong San Lane, Sham Shui Po, Kowloon Tel. : 2728 0283	Hall (can be set up as badminton court; male/female dressing room provided) Basketball Court Conference Room	200   30
3.	<b>Tai Hang Tung Community Centre</b> Address : 17 Tong Yam Street, Tai Hang Tung, Sham Shui Po, Kowloon Tel. : 2776 8233	Hall (male/female dressing room provided) Basketball Court	300
4.	<b>Lai Kok Community Hall</b> Address : Lai Kok Estate, Cheung Sha Wan, Tel. : Sham Shui Po, Kowloon : 2386 4882	Hall (equipped with a set of comprehensive audio system and stage lighting system, applicant must employ his own specialist technician to operate the audio system panel and lighting panel; male/female dressing room provided) Conference Room	250   8
5.	<b>Shek Kip Mei Community Hall</b> Address : Block 42, Shek Kip Mei Estate, Nam Cheong Street, Sham Shui Po, Kowloon Tel. : 2778 1127	Hall (can be set up as badminton court; male/female dressing room provided) Activity Room Conference Room Multi-purpose Activity Room	300   30 30 30
6.	<b>Pak Tin Community Hall</b> Address : Pak Tin Estate, Pak Tin Street, Shek Kip Mei, Sham Shui Po, Kowloon Tel. : 2779 1162	Hall (can be set up as badminton court; male/female dressing room provided) Conference Room	250  30
7.	<b>Lai Chi Kok Community Hall</b> Address : G/F., 863 Lai Chi Kok Road, Sham Shui Po, Kowloon (Entrance facing Sham Shing Road) Tel. : 3528 0747	Hall (can be set up as badminton court; male/female dressing room provided) Conference Room Stage Meeting Room	450   45 24

8.	<b>Mei Foo Community Hall</b>	Hall	450
	Address : 1/F & 2/F, Mei Foo Government Complex	(can be set up as badminton court;	
	33 Mei Lai Road, Mei Foo, Sham Shui Po,	male/female dressing room provided)	
	Kowloon	Conference Room	30
	Tel : 2743 3200	Stage Meeting Room	15

**Application should be submitted to:**

Sham Shui Po District Office (Administration Section)

4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

Fax : 2387 9805

Tel. : 2150 8127

**Facilities of Community Hall/Centres in Sham Shui Po**

CC/CH Facilities	Cheung Sha Wan Community Centre	Nam Cheong District Community Centre	Tai Hang Tung Community Centre	Lai Kok Community Hall	Lai Chi Kok Community Hall	Pak Tin Community Hall	Shek Kip Mei Community Hall	Mei Foo Community Hall
Hall	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Clip microphone 5. Piano 6. Badminton stand and net	1. Stage lighting 2. Audio system 3. Video system and Karaoke 4. Floor microphone and stand 5. Wireless microphone 6. Clip microphone 7. Projector and screen 8. Piano 9. Badminton stand and net	1. Stage lighting 2. Audio system 3. Video system and Karaoke 4. Floor microphone and stand 5. Wireless microphone 6. Clip microphone 7. Projector and screen 8. Wall mirror for dancing	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Projector and screen 7. Wall mirror for dancing 8. Piano	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Projector and Screen (hand-held) 6. Badminton stand and net	1. Stage lighting 2. Audio system 3. Video system and Karaoke 4. Floor microphone And stand 5. Wireless microphone 6. Clip microphone 7. Projector and screen 8. Piano 9. Badminton stand and net	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Projector and Screen (hand-held) 6. Piano 7. Badminton stand and net	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Projector and Screen (hand-held) 7. Badminton stand and net
Conference Room	-	1. Projector and screen 2. Wyte board 3. Conference table and chairs	-	1. Wyte board 2. Conference table and chairs	1. Projector and screen 2. Wyte board 3. Conference table and chairs	1. Projector and screen 2. Conference table and chairs	1. Projector and screen 2. Wyte board 3. Conference table and chairs	1. Projector screen 2. Wyte board 3. Folding tables and office chairs

CC/CH	Cheung Sha Wan Community Centre	Nam Cheong District Community Centre	Tai Hang Tung Community Centre	Lai Kok Community Hall	Lai Chi Kok Community Hall	Pak Tin Community Hall	Shek Kip Mei Community Hall	Mei Foo Community Hall
Facilities								
Stage Meeting Room	-	-	-	-	1. Wyte board	-	-	1. Projector screen 2. Wyte board 3. Folding tables and office chairs
Activity Room	-		-	-	-	-	1. Wyte board 2. Piano	-
Multi-purpose Activity Room	1. Projector and screen 2. Audio system 3. Wyte board 4. Cabinets 5. Wall mirror for Dancing	-	-	-	-	-	1. Audio system 2. Wall mirror for Dancing	-
Male/ Female Dressing Room	1. Lockers 2. Shower facilities & toilet	1. Lockers 2. Shower facilities & toilet	1. Lockers 2. Hot & cold water shower facilities & toilet	1. Lockers 2. Hot & cold water shower facilities & toilets in another room	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Toilet	1. Lockers 2. Hot & cold water shower facilities & toilet	1. Lockers 2. Hot & cold water shower facilities & toilet
Basket Ball Court	-	✓	✓	-	-	-	-	-
Outdoor Play Area	✓	-	-	-	-	-	-	-

CC/CH Facilities	Cheung Sha Wan Community Centre	Nam Cheong District Community Centre	Tai Hang Tung Community Centre	Lai Kok Community Hall	Lai Chi Kok Community Hall	Pak Tin Community Hall	Shek Kip Mei Community Hall	Mei Foo Community Hall
<b><u>Furniture :</u></b>  Stackable Chairs	Plastic chair – 350 nos.	Plastic chair –285 nos. Cloth chair- 100 nos. (Cloth chairs are not for borrowing)	Plastic chair – 294 nos. Cloth chair –100 nos. (Cloth chairs are not for borrowing)	Plastic chair – 81 nos Cloth chair –260 nos. (Cloth chairs are not for borrowing)	Plastic chair–170 nos. White plastic chairs – 501 nos. (White plastic chairs are not for borrowing)	Plastic chair – 180 nos. Cloth chair –100 nos. (Cloth chairs are not for borrowing)	Plastic chair – 340 nos. Cloth chair –300 nos. (Cloth chairs are not for borrowing)	Plastic chair – 450 nos. (Plastic chairs are not for borrowing)
Folding Table	40 nos.	28 nos.	54 nos.	4 nos.	36 nos.	28 nos.	41 nos.	18 nos.
Exhibition board	30 nos.	23 nos.	33 nos.	6 nos.	35 nos.	32 nos.	58 nos.	15 nos.

**Rates of Charges for Use of Hall and  
Other Facilities in Community Centres / Community Halls (CCs/ CHs) (up to 31 March 2012)**

(Rates of charges are calculated on hourly basis)

<u>Facility</u>	<u>Rate (per hour)</u>	<u>Remarks</u>	<u>Air-conditioning charge (per hour)</u>	<u>Additional Charges for other facilities</u>
Hall	\$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. Lai Kok Community Hall is equipped with a set of comprehensive audio system, applicant must employ his own specialist technician to operate the audio system panel.	Cheung Sha Wan CC : \$125 Nam Cheong District CC : \$125 Tai Hang Tung CC : \$105 Lai Kok CH : \$125 Shek Kip Mei CH : \$105 Pak Tin CH : \$105 Lai Chi Kok CH : \$125 Mei Foo CH : \$125	Additional charge for using the lighting panel: \$16/ hour
Dressing Room (Male/ Female)	\$5.5/ room	-----	\$6.5/room	-----
Conference Room	\$40	Chairs and blackboard provided.	\$11	-----
Activity Room/ Stage Conference Room	\$44	Chairs provided.	\$10	-----
Basketball Court	Day time <sup>#</sup> : \$40 Evening <sup>#</sup> : \$55	Lighting provided in the evening.	-----	-----
Outdoor Play Area	Day time <sup>#</sup> : \$44 Evening <sup>#</sup> : \$46	Lighting provided in the evening.	-----	-----
Badminton Court	Basic Charge *: \$59	Equipped with lighting facilities.	Same as air-conditioning charges of halls	-----

\* The basic charge of hiring badminton court is \$59 per hour, irrespective of the number of badminton courts in the hall and number of courts to be hired. Users who hire badminton courts only should not use the stage and related facilities in the hall.

<sup>#</sup> Daytime refers to 9:00am - 6:00p.m.; Evening refers to 6:00p.m.- 10:00p.m.

**Rates of Charges for Use of Hall and  
Other Facilities in Community Centres / Community Halls (CCs/ CHs) (Effective from 1 April 2012)**

(Rates of charges are calculated on hourly basis)

<u>Facility</u>	<u>Rate (per hour)</u>	<u>Remarks</u>	<u>Air-conditioning charge (per hour)</u>	<u>Additional Charges for other facilities</u>
Hall	\$90	Chairs provided. Applicant to provide public address system and his own technician to operate the lighting panel if necessary, and to arrange for seating. Lai Kok Community Hall is equipped with a set of comprehensive audio system, applicant must employ his own specialist technician to operate the audio system panel.	Cheung Sha Wan CC : \$140 Nam Cheong District CC : \$140 Tai Hang Tung CC : \$116 Lai Kok CH : \$140 Shek Kip Mei CH : \$116 Pak Tin CH : \$116 Lai Chi Kok CH : \$140 Mei Foo CH : \$140	Additional charge for using the lighting panel: \$18/ hour
Dressing Room (Male/ Female)	\$6.5/ room	-----	\$7/room	-----
Conference Room	\$44	Chairs and blackboard provided.	\$10	-----
Activity Room/ Stage Conference Room	\$48	Chairs provided.	\$11	-----
Basketball Court	Day time <sup>#</sup> : \$46 Evening <sup>#</sup> : \$63	Lighting provided in the evening.	-----	-----
Outdoor Play Area	Day time <sup>#</sup> : \$51 Evening <sup>#</sup> : \$53	Lighting provided in the evening.	-----	-----
Badminton Court	Basic Charge *: \$68	Equipped with lighting facilities.	Same as air-conditioning charges of halls	-----

\* The basic charge of hiring badminton court is \$68 per hour, irrespective of the number of badminton courts in the hall and number of courts to be hired. Users who hire badminton courts only should not use the stage and related facilities in the hall.

<sup>#</sup> Daytime refers to 9:00am - 6:00p.m; Evening refers to 6:00p.m.- 10:00p.m.

**Exemption from Payment of Charges for  
Use of Facilities in Community Halls  
and Community Centres**

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 like Pok Oi Hospital, Yan Oi Tong, and non-profit making organizations such as Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. which are under the sponsorship of a legitimate organization or government departments;
  - (v) local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc.
3. Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Remarks: Sham Shui Po District Office will remain the final authority over granting of fee exemption.

## **Guidelines on the Use of Facilities Available at Community Centre/Community Hall**

To ensure fire safety, the following regulations and requirements should be observed by the applicant:

1. General rules (applicable to indoor and outdoor activities/programmes)
  - (i) The premises are used for the designated entertainment activities/functions.
  - (ii) 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.
  - (iii) No decoration of readily combustible materials is used.
  - (iv) Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
  - (v) The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
  - (vi) No backdrop or decoration of readily combustible nature should be erected on the stage.
  - (vii) Filling of hydrogen balloon on site is not allowed and no hydrogen-filled balloon should be erected on site.
  - (viii) All exit doors shall remain unlocked.
  - (ix) All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.
  
2. Outdoor programmes/activities
  - (i) 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 constructions.
  - (ii) Only electric lighting should be used for illumination purpose.
  - (iii) Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth.
  - (iv) One 9-litre water/CO<sub>2</sub> fire extinguisher should be provided at the following locations:
    - (a) at the command post; and
    - (b) at the main entrance.

Guidelines on application for eating insidethe Multi-purpose Hall / Conference Room / Activity RoomHow to apply

- (1) Applications for eating inside the Multi-purpose Hall / Conference Room / Activity Room when the proposed activity is held should be submitted along with the application for the use of the respective venues.
- (2) Applicant should complete the attached form, specifying the nature of the proposed activities, the types of food to be consumed and arrangements for cleaning the place. Eating inside the Hall / Conference Room / Activity Room is not allowed unless prior approval from the SSPDO has been obtained.

Conditions for approval

- (3) Approval will only be given to the applicant organization to enable it to provide food to its participants, but not to individual participants who bring food along to the Hall / Conference Room / Activity Room to eat. Such activities as drinking contests or eating contests will NOT be approved by the SSPDO.
- (4) Applications involving boiling water, cooking or reheating food with naked flames or other cooking appliances (such as electric ovens, electric kettle, microwave ovens) inside the hall will NOT be approved by the SSPDO.
- (5) The SSPDO is the final arbiter over the types of food to be consumed.
- (6) The applicant should place the food inside proper containers to avoid dirtying the venue.
- (7) The applicant should specify the arrangements for cleaning the place, such as whether cleaning contractors or staff members are responsible for the cleaning work. Irrespective of how the place is to be cleaned, the applicant organization shall assume full responsibility for having the venue properly cleaned after use.
- (8) The applicant should, during the booking period, ensure that the venue is thoroughly cleaned and the rubbish is properly disposed of and removed from the CC/CH before handing the venue back to the SSPDO.

Penalties on violators

- (9) All of the above regulations should be observed by the applicant. If an applicant violates the above regulations or fails to clean the venue to the satisfaction of the SSPDO, the SSPDO might consider withdrawing the approval already given to the applicant for the use of CC/CH and/or for eating on the venue at a later date/session. In the case of grave breaches, the SSPDO might consider rejecting any future applications for the use of the CC/CH and/or any future applications for eating on the venue from the organization.

在 ( ) 社區中心/會堂的多用途禮堂 / 會議室 / 活動室內進食申請表  
**Application for Eating inside Multi-purpose Hall / Conference Room / Activity Room of**  
 ( ) Community Centre/Hall

1. 申請機構 / 團體 : 電話:  
 Applicant Organization : Tel:  
 傳真號碼:  
 Fax:

2. 擬申請在禮堂 / 會議室 / 活動室進食的活動簡介 :  
 Description of function applying for eating inside the Hall / Conference Room / Activity Room :

- (a) 活動舉行日期 :  
 Date of function
- (b) 活動名稱 :  
 Name of function
- (c) 活動性質/內容 :  
 Nature/Content of function
- (d) 活動參加人數 :  
 No. of participants

3. 食物及飲品的種類、包裝和數量 (請盡量詳述)  
 Type, package & quantity of food and drinks (Please give as many details as possible) :

4. 清潔安排 (請於合適處填上「✓」號):  
 Cleansing arrangement (Please tick as appropriate) :

- 由申請機構的職員自行清潔  
 To be done by staff of applicant organization
- 聘用清潔承辦商 (承辦商名稱 : )  
 Employ cleansing contractor (Name of contractor : )
- 其他 (請註明):  
 Other (Please specify) :

5. 聲明 Declaration :

本人明白並承諾遵守附頁/背頁的有關在禮堂 / 會議室 / 活動室內進食的規定。本人亦明白民政事務處保留不批准以上申請的權利。

I understand and undertake to comply with the attached regulations in respect of eating inside the Hall / Conference Room / Activity Room. I also understand that District Office reserves the right not to approve the above application.

簽署 :  
 Signature :  
 姓名 :  
 Name :  
 職位 :  
 Position :  
 日期 :  
 Date :

申請機構的正式印鑑  
 Official Stamp of applicant organization

**Application for Loan of Stores/Equipment**  
**District Office**

**Part I** (To be completed by applicant)

1. Name of Applicant : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Telephone No. : \_\_\_\_\_ (Office hour) 4. HKI/D Card No. : \_\_\_\_\_  
: \_\_\_\_\_ (After Office hour) (if appropriate)
5. Period of Loan : \_\_\_\_\_ 6. Date of Collection : \_\_\_\_\_
7. Date of Return : \_\_\_\_\_
8. Name of function to be held : (Chinese) \_\_\_\_\_  
(English) \_\_\_\_\_
9. Place(s) of function : \_\_\_\_\_

10. Details of the loaned stores/equipment:

Item No.	Description	Quantity/Unit	Remarks

11. I/We fully understand that the above loan, if approved, will be subject to the following conditions:
- (a) I/We will not use the loaned stores/equipment for profit-making activities;
  - (b) I/We will be responsible for the collection and return of the stores/equipment, including meeting any expenses incurred such as labour, materials handling and transportation;
  - (c) I/We will indemnify the Government against any loss of and damages to the loaned stores/equipment while in my/our possession;
  - (d) I/We will be liable for any injuries to persons or damages to private or Government properties arising from transmission and use of the loaned stores/equipment, whether directly or indirectly; and
  - (e) I/We will return the loaned stores/equipment at any time if required by the District Office.
  - (f) You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
  - (g) All items/equipment shall not exceed 6 months
12. Name of organization (if applicable) \_\_\_\_\_

14. Signature of applicant : \_\_\_\_\_

13. Official chop of organization

15. Date : \_\_\_\_\_

Note 1 : To be filled in by Issuing Officer if application is approved