

**Guidelines on the Use of  
Facilities in Sha Tin Community Centres/Community Halls**  
(Revised on 19 June 2012)

1. Eligibility criteria for the use of facilities

The eligibility criteria for the use of facilities in Community Centres/Community Halls (CC/CH) are as follows:

- (a) The proposed activities must be in the public interest, neither shall they be in breach of the law nor shall there be any commercial purposes.
- (b) The applicants must be legitimate groups or Government recognized/sponsored organizations such as:
  - i subvented welfare agencies;
  - ii subvented educational institutions, subvented schools and non-profit making schools;
  - iii charitable organizations;
  - iv non-profit making organizations under the sponsorship of legitimate bodies or Government departments, such as Mutual Aid Committees, Rural Committees and Kaifong Welfare Associations;
  - v local committees recognized by the Government, such as District Youth Programme Committees and District Fight Crime Committees;
  - vi offices of the members of the District Councils and the Legislative Council;
  - vii Government departments or public organizations.
- (c) Applications from other organizations/institutions will be examined separately on the basis of the nature of their activities. Nevertheless, the proposed activities must have a clear public interest dimension and is of public concern to the local community, as well as being contributory to community building and meaningful. Moreover, provision of CC/CH venues in the district will greatly facilitate the attendance and participation of the local community.
- (d) The decision of the Sha Tin District Office on any application shall be final.

2. Procedures for application

- (a) Application forms:

Booking application forms for the CC/CH and Neighbourhood Activity Centres (NAC) can be obtained from:

- i homepage of the Home Affairs Department (HAD) ([www.had.gov.hk](http://www.had.gov.hk))
- ii homepage of Sha Tin District Council (STDC) (<http://www.districtcouncils.gov.hk/index.html>)
- iii Sha Tin District Office (STDO)

(Address: Community Affairs and Development Division, 4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin.

Enquiry tel. no.: 2606 5012)

(b) Date for submission of application

In January, April, July and October of each year, organizations can submit applications six months in advance. For example, in January, applications for the bookings from January to June will be accepted, and likewise, in April, applications for the bookings from April to September will be accepted.

i. Application for first round booking

Any organization that is listed under paragraph 1(b) and has registered in Sha Tin for three years may book the CC/CH venues for the next quarter. Applications have to be submitted within the first five working days in January, April, July and October of each year.

The STDO only accepts applications for the first round booking submitted within the designated dates above, and applications submitted outside these dates will not be entertained. Only the last submission will be accepted if the organization is found submitting more than one application within the designated dates.

(Note: For organizations that have been eligible to apply for the first round booking and have successfully applied for the use of CC/CH in the first round booking before 1 April 2009, the requirement of “having registered in Sha Tin for three years” is not applicable.)

ii. Application for second round booking

All organizations listed under paragraph 1(b) (including those having registered for less than three years and non-Sha-Tin-District organizations) may book the CC/CH venues for the next quarter within the first three working days in March, June, September and December of each year.

iii. Application for third round booking

All organizations listed under paragraph 1(b) may submit applications on the 10th working day after the lots-drawing exercise for the second round booking in March, June, September and December of each year (i.e. the 16<sup>th</sup> working day of the above months) and at least five working days in advance.

(c) Method of submitting applications

The applicant organization shall submit a completed application form to the STDO, specifying the purpose and the programme of the proposed activities, during office hours in one of the following ways:

- i. submit the application form in person to the STDO;
- ii. submit the application form by post to the STDO, and the postmark date will be regarded as the date of submission (submission of application by post is acceptable only if the applicant organization is eligible to apply for the first and/or second round booking); or

- iii. submit the application form by email to the STDO (submission of application by email is acceptable only if the organization is eligible to apply for the first round booking and has registered a designated email address with the STDO beforehand).

Organizations applying for the use of the CC/CH and NAC shall produce documentary evidence of their eligibility for application. The application shall be enclosed with a copy of the document certifying that the organization has been registered as a legitimate organization in Sha Tin for three years. The STDO may request the organization to provide the original copy of the document when necessary.

The applicant organization and its co-organizer may submit application for waiver of hire charges at the same time if the conditions set down in Appendix 1 are met. The applicant organization shall produce documentary evidence of meeting the conditions set down in Appendix 1 for the sake of applying for waiver of hire charges.

(d) Booking quota

Each application form can only be used to book the venue for one quarter. Be it the first, second or third round of booking, each applicant organization can book the venue for holding long-run activities lasting for three months or one-off activities.

i. Long-run activities

Long-run activities can only be held from Monday to Saturday. For the halls of the CC/CH and NAC, each applicant organization can only hire not more than 12 sessions (totally 24 hours) a week each quarter in each round of application. The upper limit for Sha Tin Arts Association and Sha Tin Sports Association is 20 sessions (totally 40 hours) a week. For the conference rooms of CC/CH, each organization can only hire not more than 6 sessions (totally 12 hours) a week.

ii. One-off activities

One-off activities can only be held on Sundays. Each organization can only hire not more than six times each for the hall and the conference room respectively each quarter.

(e) Time and facilities available for hiring

- i. Sessions available for hiring the facilities in Sha Tin CC/CH are as follows:

Monday to Saturday 9:00 a.m. to 10:00 p.m.

Sessions available for hiring by organizations:

- 9:00 a.m. to 11:00 a.m.
- 11:00 a.m. to 1:00 p.m.
- 2:00 p.m. to 4:00 p.m.
- 4:00 p.m. to 6:00 p.m.
- 6:00 p.m. to 8:00 p.m.
- 8:00 p.m. to 10:00 p.m.

(The above sessions are not applicable to the dates available for holding one-off activities as stated in paragraph 2(d)(ii).)

Sunday 9:00 a.m. to 10:00 p.m

Public Holidays            closed

- ii. All facilities in CC/CH such as multi-purpose halls, conference rooms and dressing rooms are available for hiring. The telephone numbers of respective CC/CH and the rates of charges for the use of facilities are at Appendix 2 and Appendix 3 respectively.
- iii. Staff stationed at CC/CH will only be responsible for opening and closing the doors of CC/CH as well as other straightforward management matters. For enquiries on the booking application for and the use of facilities in CC/CH, please contact the STDO during office hours.

(f) Booking arrangements

i. Application for first round booking

If more than one application for the same session of a venue is received, the STDO will select the applicant by drawing lots on **the 16<sup>th</sup> working days** of January, April, July and October of each year. Representatives from the applicant organizations are welcome to observe the procedure.

ii. Application for second round booking

If more than one application for the same session of a venue is received, the STDO will select the applicant by drawing lots on the third working day after the closing date of application for the second round booking (i.e. the sixth working days of March, June, September and December). Applications for hiring the NAC and CC/CH will be processed together. The first 200 applications randomly selected will be processed according to their priority orders decided by lots-drawing. Representatives from the applicant organizations are welcome to observe the procedure.

iii. Application for third round booking

The STDO will stamp a serial number on each application received. Applications for the third round booking will be processed on a “first come first served” basis.

(g) Announcement of application results

i. Results for first round booking

The STDO will give written notification to applicant organizations selected by lots-drawing within five working days of the draw date. If no written notification is received within nine working days of the draw date, it can be assumed that the application is not selected.

ii. Results for second round booking

The STDO will give written notification to applicant organizations that are selected by lots-drawing and allocated the sessions applied for within five working days of the draw date. If no written notification is received within nine working days of the draw date, it can be assumed that the application is not selected, or that the application is selected but the sessions applied for have already been hired by other organizations with higher orders of priority decided by lots-drawing.

The names of applicant organizations being allocated not less than one session will be announced on the HAD and STDC homepages. Applicant organizations can browse the above homepages to see if any sessions are allocated to them.

iii. Results for third round booking

The STDO will give written notification to applicant organizations that are allocated the sessions applied for within five working days after the receipt of their applications. If no written notification is received within nine working days after the submission of application, it can be assumed that the application for the use of the CC/CH and NAC is unsuccessful.

All bookings must be made in writing. Sessions available for booking will be displayed on the notice boards of respective CC/CH and the STDC's homepage for the reference of applicants.

(h) Payment procedures

- i. On approval of the application, a Demand Note for settlement of the charges will be sent to the applicant organization by the HAD if payment is required.
- ii. The applicant organization shall settle the Demand Note as soon as possible with any of the Treasury Offices stated therein. The receipted Demand Note will serve as a permit for using the facilities and shall be presented to the staff of CC/CH before holding the scheduled activities. No cash shall be handed to any staff member of CC/CH.
- iii. If the venue has to be reserved for use under emergency relief arrangement, such as accommodating typhoon victims, the STDO will inform the applicant organization as soon as possible. Under special circumstances, the STDO reserves the right to cancel any bookings, and any payment made will be refunded on production of the receipted Demand Note.
- iv. If the applicant organization and its co-organizer are found not eligible for waiver of hire charges after such waiver has been granted, they will be required to pay back the exempted charges.

3. Rules and conditions to be followed by applicant organizations

(a) Submission of application forms

For the second round and third round booking, each applicant organization shall submit one application only. Submission of more than one application is considered to be serious non-compliance. The STDO will conduct random checks on the applications to prevent possible non-compliance.

(b) Co-organizers of activities

If the proposed activities are co-organized with other organizations, the applicant organization shall state the names of the organizations concerned in the application form. Any addition or change of co-organizers is not permitted without approval from the STDO. The co-organizers must meet the eligibility requirements set out in paragraph 1(b) above. If the organizations concerned are prohibited by the STDO from using CC/CH, they cannot become co-organizers.

(c) Cancellation or alteration of the nature of activities

The applicant organization shall conduct all the activities according to the approved nature and category. For cancellation or alteration of the nature of the proposed activities (including addition or change of co-organizers), the applicant organization shall notify the STDO in writing with reasonable explanation at least 14 working days in advance. The STDO reserves the right to revoke the permission for hiring CC/CH. If the request for cancelling the proposed activities is accepted, the payment made will be refunded.

(d) Rules of cancellation of hired sessions

Cancellation of three hired sessions of the CC/CH and NAC venues within one quarter is considered to be serious non-compliance. The applicant organization would not be bound by the above rule if it cancels the hired sessions on or before the 14th working day after the announcement of the results for the first round booking.

(e) Minimum number of participants

The actual number of participants using the hall for any round of application shall not be less than 10, whereas the actual number of participants using the conference room shall not be less than five.

(f) Guidelines on the use of venues

- i. The person-in-charge of the applicant organization shall sign up at the venue within 15 minutes after the hired session starts.
- ii. The person-in-charge of the applicant organization shall verify the actual number of participants attending the activity with the staff of the CC/CH and NAC and sign for confirmation.
- iii. The applicant organization is not allowed to use the facilities in CC/CH if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- iv. The venue shall not be lent to other organizations (including the co-organizers) or any other unit in the applicant organization.
- v. The applicant organization shall, within one month after the conclusion of a fee-charging activity, submit a self-certified statement of account to prove that no profits have been made from the activity. The STDO will conduct random checks on activities exempted from charges. Post-activity statements of account and receipts/supporting documents will be examined to ensure that no profits have been made from the activities.
- vi. Organizing bodies are advised to take out appropriate insurance policies in the course of organizing the activities.
- vii. The activities and the noises thus generated must not disturb other activities in process in CC/CH.
- viii. No posters, slogans, banners, flags or portraits may be posted or hung when using the hall unless prior approval has been obtained from the STDO. Chanting of slogans and holding of activities that disturb public order are strictly prohibited.

- ix. The applicant organization shall be responsible for the decoration work (such as seating arrangement), and shall not put nails or any other material that is difficult to remove (such as lacquer, paints, or other similar material) on the wall, furniture or other equipment. The applicant organization shall be liable to pay for any damage caused to any equipment, furniture or fabric of the building.
- x. The applicant organization shall maintain good order and discipline during the gathering and clear up the place after use.
- xi. No additional electric appliances or lighting equipment may be installed in any part of CC/CH unless prior approval has been obtained from the STDO.
- xii. The STDO staff shall have the right to enter, at any time, any part of CC/CH being used by the applicant organization, and to impose additional conditions for its continued use according to the circumstances. If the applicant fails to observe these additional conditions, the STDO staff may terminate the applicant's right of use at any time and have the place cleared.
- xiii. The lighting equipment on stage is generally not for loan. If it is required for the staging of drama or any other kind of performance, application for its use must be submitted along with the application for the venue. After approval is obtained, the applicant organization shall employ a qualified technician to operate the control panel and notify the STDO. The applicant organization shall assume full responsibility for any damage caused.
- xiv. The STDO provides only basic sound equipment. The applicant organization may bring its own equipment.
- xv. The applicant and its members, partners, employees, contractors, agents and licensees ("Related Person(s)" of the applicant), whether as invitees or otherwise, are entirely at their own risk while using or being present at CC/CH. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:
  - 1. 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
  - 2. 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 arises directly or indirectly in connection with, out of or in relation to the use of CC/CH by the applicant or any of its Related Persons.
- xvi. The applicant shall indemnify and keep the Government fully and effectively indemnified against:
  - 1. any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, jointly or severally threatened to be brought, brought or established against the Government (the "Claims"); and

2. any and all fees related to liabilities, loss compensations, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) that the Government shall pay or may 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 CC/CH by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause xv above (save and except injury or death caused by the negligence of the Government or any of its employees or agents).

- xvii. 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.
- xviii. For the purposes of clauses xv, xvi and xvii, “negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- xix. The Government reserves the right not to grant the use of CC/CH (including the venue and equipment) to any applicant.
- xx. Smoking is prohibited inside the venue.
- xxi. Cooking is prohibited inside the venue. No eating or drinking is allowed in any part of CC/CH unless prior approval has been obtained from the STDO. If approval is granted, the organization concerned must quickly clear up the venue after the conclusion of the activity.
- xxii. Any organization that wishes to hire any part of CC/CH for video-recording purposes must submit application in writing to the STDO not less than 14 working days before the activity commences.
- xxiii. Air-conditioning will be provided if application is submitted in advance and appropriate fee paid to the STDO. For applicant organizations exempted from charges for using the hall, air-conditioning will be provided free of charge by the STDO when the temperature rises to 25.5°C.
- xxiv. To ensure fire safety, the applicant organization shall comply with the regulations and conditions at Appendix 4.
- xxv. The applicant organization shall ensure the number of participants does not exceed the maximum capacity of the venue (see Appendix 5). Otherwise, for the sake of safety, staff members of CC/CH have the right to terminate the use of the venue immediately and request the applicant organization to clear up the venue.
- xxvi. Arrangements in times of typhoons: CC/CH will be closed when typhoon signal No. 8 or above is hoisted. When rainstorm black signal is issued, the organization may continue to stay in the CC/CH. If the signal is issued not less than one hour before the hired session starts, the CC/CH will be closed. After the signal is cancelled, the arrangements are as follows:

- Cancelled at 9:00am or after → Closed for the morning sessions (9:00am to 1:00pm)
- Cancelled at 2:00pm or after → Closed for the afternoon sessions (2:00pm to 6:00pm)
- Cancelled at 6:00pm or after → Closed for the night sessions (6:00pm to 10:00pm)

(g) Breach of regulations and conditions

If case of breach of hiring regulations and conditions, demerit points will be given to the applicant organization according to the demerit point system set down in Appendix 6. Once an applicant organization has accrued a total of 10 or more demerit points within 12 months (combining the breach cases of all activities held by the applicant organization in the CC/CH and NAC), it will be banned from booking the CC/CH and NAC in the next two quarters.

Sha Tin District Office

July 2012

**Exemption from Payment of Charges for the  
Use of Facilities in Community Centres / Community Halls**  
(Extracted from Home Affairs Department Standing Circular No. 3/2012)

- (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 and non-profit making schools;
  - iii. Offices of the Legislative Councillors and District Councillors;
  - iv. charitable institutions that are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112), such as Pok Oi Hospital and Yan Oi Tong;
  - v. non-profit making organizations that are registered under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 32), and their Constitution or Memorandum of Association provides that members do not take any share of the profits or any share of the assets upon dissolution, such as Mutual Aid Committees, Children's Clubs, Rural Committees and Kaifong Welfare Associations;
  - vi. local committees/organizations recognized by the Government, such as those recognized by the Home Affairs Department, such as Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, District Youth Programme Committees, District Fight Crime Committees, Owners' Corporations and Owners' Committees.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be granted total exemption if they apply to use the facilities for electoral meetings during the period between close of nomination(s) and election day.
- (4) If the applicant organization is found not eligible for waiver of hire charges after such waiver has been granted, it will be required to pay back the exempted charges.

**Sha Tin Community Centres / Community Halls**

	<u>Contact Tel. No.</u>
Hin Keng Neighbourhood Community Centre	2601 4063
Lung Hang Estate Community Centre	2699 0376
Mei Tin Community Hall	2606 2956
Chun Shek Community Hall	2699 1469
Sun Tin Wai Community Hall	2605 9394
Pok Hong Community Hall	2649 6130
Sha Kok Community Hall	2647 1611
Kwong Yuen Community Hall	2637 6767
Lek Yuen Community Hall	2692 0670
Wo Che Community Hall	2604 7437
Heng On Estate Community Centre	2642 5135
Lee On Community Hall	2631 2739

**Rates of Charges for the Use of Facilities in Community Centres / Community Halls (CC/CH)**  
**(with effect from 1 April 2012)**

Facility	Charge (per hour)	Remarks
Multi-purpose Hall — basic charge	\$90	Chairs provided. The applicant is to provide the public address (PA) system and assign 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 table on the rates of air-conditioning charges for multi-purpose halls	
Multi-purpose Hall — using the lighting panel	\$18	
Dressing Room (Male or Female) — basic charge	\$6.5	
Dressing Room (Male or Female) — air-conditioning charge	\$7	
Conference Room — basic charge	\$44	Chairs and blackboard provided.
Conference Room — air-conditioning charge	\$10	
Badminton Court — basic charge	\$68	The charge is on a per court basis.
Badminton Court — air-conditioning charge	Same rates of air-conditioning charges as multi-purpose halls	
Classroom / Meeting Room / Activity Room — basic charge	\$48	
Classroom / Meeting Room / Activity Room — air-conditioning charge	\$11	
Covered Play Area — basic charge	\$49	

Note: Rates of air-conditioning charges for the hall per hour are as follows:

Name of CC/CH	Charge for the use of air-conditioning facilities of the hall (per hour)	Name of CC/CH	Charge for the use of air-conditioning facilities of the hall (per hour)
Hin Keng Neighbourhood CC	\$116	Sha Kok CH	\$116
Lung Hang Estate CC	\$140	Kwong Yuen CH	\$89
Mei Tin CH	\$140	Lek Yuen CH	\$116
Chun Shek CH	\$116	Wo Che CH	\$116
Sun Tin Wai CH	\$116	Heng On Estate CC	\$140
Pok Hong CH	\$89	Lee On CH	\$140

**Attachment to Guidelines on the  
Use of Facilities in Community Centres / Community Halls**

To ensure fire safety, the following regulations and conditions shall be followed by the applicant:

1. For both indoor and outdoor activities/functions
  - (a) The premises shall be used for the designated entertainment activities or functions.
  - (b) No alterations to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
  - (c) No decorations made of readily combustible materials shall be used.
  - (d) If chairs are provided for the audience, they shall be battened together in groups of not less than four and not more than fourteen per row.
  - (e) The power supply cable shall be so located that it will not constitute a hazard to the audience or attendees.
  - (f) No scenery or decorations made of readily combustible materials shall be erected on the stage.
  - (g) No hydrogen-filled balloon shall be inflated or erected on site.
  - (h) All exit doors shall remain unlocked.
  - (i) All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.
  
- (2) For outdoor functions/activities
  - (a) The stage, if any, shall be substantially constructed in compliance with the safety standard required by the Buildings Department/Architectural Services Department, and sited at least 6m from other buildings.
  - (b) Only electric lighting shall be used for illumination purposes.
  - (c) Mill barriers shall be set up to bar off the audience/attendees from the performing area, PA system and lighting control booth.
  - (d) One 9-litre water/CO<sub>2</sub> fire extinguisher shall be provided at the following locations:
    - (i) the command post; and
    - (ii) the main entrance.

## List of Facilities in Community Centres / Community Halls (CC/CH)

Name of CC/CH	Location	Hall		Conference Room	
		Area (m <sup>2</sup> )	Maximum Capacity	Area (m <sup>2</sup> )	Maximum Capacity
Hin Keng Neighbourhood Community Centre	No. 5 Hin Wo Lane, Tai Wai, Shatin	330	220	48	19
Lung Hang Estate Community Centre	Lung Hang Estate, Shatin	461	300	63	25
Mei Tin Community Hall	No. 9 Mei Mun Lane, Tai Wai, Shatin	439	450	47	30
Chun Shek Community Hall	Chun Shek Estate, Shatin	308	200	48	19
Sun Tin Wai Community Hall	Sun Tin Wai Estate, Shatin	330	220	57	23
Pok Hong Community Hall	Pok Hong Estate, Shatin	300	200	33	13
Sha Kok Community Hall	Sha Kok Estate, Shatin	334	220	27	11
Kwong Yuen Community Hall	Kwong Yuen Estate, Shatin	289	190	31	12
Lek Yuen Community Hall	Lek Yuen Estate, Shatin	307	200	57	23
Wo Che Community Hall	Wo Che Estate, Shatin	335	220	33	13
Heng On Estate Community Centre	Heng On Estate, Ma On Shan	461	300	62	25
Lee On Community Hall	Lee On Community Services Complex, No.23 Sha On Street, Ma On Shan	483	320	51	20

Remark 1: Basic facilities include PA system, badminton court and table tennis table.

\* Remark 2: The activity room of Sun Tin Wai Community Hall (area: 35 m<sup>2</sup>) is available for use by users of the hall.

**Structure of the Demerit Point System**

<b>Items</b>	<b>Breaches of Regulations and Conditions</b>	<b>Seriousness of Breach</b>	<b>Demerit Points</b>
1	Number of participants below the minimum requirement.	Minor Breaches	3
2	Late for 15 minutes or more.		
3	Minor breaches on the use of facilities, such as sprinkling of powder on the floor, failure to clean and restore the venue, etc.		
4	Minor misconduct, such as causing nuisance, hanging banners, putting up posters or slogans, eating at the venue without prior approval of the STDO.		
5	Cancellation of allocated timeslot with less than 14 working days' advance notice before the date of the activity.		
6	Failed to submit an application for approval for alteration of the nature of activity 14 working days or more before the date of the activity.		
7	Failed to produce the approval letter for use of facilities in CH/CC.		
8	Failed to vacate the venue on time.		
9	Number of participants exceeds the maximum capacity of respective CH/CC.	Serious Breaches	5
10	Failed to provide post-activity statement of account within one month of completion of a fee-charging activity which has been exempted from charges.		
11	Failed to turn up.		
12	Altered the nature of activity without prior approval of the STDO.		
13	Cancelled three or more hired sessions within a quarter*.		
14	Permanent damage of the facilities such as PA system and hardware that need replacement. The organization is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
15	Serious misconduct and breaches, such as smoking, cooking and playing fireworks.		
16	Transfer of the allocated timeslot to another organization.		
17	Holding of fee-charging activities against the original claim of non-fee charging.		

\* The applicant organization would not be bound by the above rule if it cancels the hired sessions on or before the 14th day after the announcement of the results of the first round booking.

### **Examples of Calculating Demerit Points**

Assuming that advance booking is allowed, that applications for use of CH/CC facilities are processed on a quarterly basis and that timeslots are allocated through a ballot system, an applicant who wished to use a CH/CC facility in Q4 of 2011 was allowed to submit an application before the end of Q2 of 2011. Lots were drawn at the beginning of Q3 of 2011 and successful applicants were notified in writing accordingly.

#### **Example A**

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	5.6.2011
Total demerit points accrued	3	8	8

On 5.6.2011, only 8 points had been accrued within a period of 12 months because the 3 points incurred on 1.6.2010 had lapsed by 1.6.2011.

#### **Example B**

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	28.5.2011
Total demerit points accrued	3	8	11

On 28.5.2011, 11 points had been accrued within a period of 12 months. A ban from bookings in the next two quarters (that relate to bookings for use of CH/CC facilities in Q4 of 2011 and Q1 of 2012) was imposed. All the 11 points arising from the 3 breaches were cleared. Assuming that the organization concerned had other successful bookings for use of CH/CC facilities in the remainder of Q2 and also Q3 of 2011, it may continue to use the allocated sessions up to Q3 of 2011 unless otherwise directed. Demerit points arising from new breaches of guidelines and regulations will be counted afresh after 28.5.2011.

#### **Example C**

No. of points	3	5	3	10
Date of breach	1.6.2010	10.1.2011	28.5.2011	30.6.2011
Total demerit points accrued	3	8	11	10

Following Example B above, the organization committed a 10-point breach on 30.6.2011. Another ban from booking in the two quarters following the two quarters under the first ban was imposed. That means, the organization will not be allowed to submit application for a total period of 12 months.

2. In the event that an organization commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first. The remaining lower demerit points

incurred from the other breaches committed in the same activity will be carried forward. Details are illustrated below.

**Example D**

No. of points	3	3	3 5	5 3
Date of breach	1.6.2010	10.1.2011	28.5.2011	3.4.2012
Total demerit points accrued	3	6	11+3 (3 points carried forward)	11

On 28.5.2011, two separate breaches were found in the same activity. Since the highest demerit points incurred in this activity was 5, the 5-point breach was counted first while the 3-point breach would be carried forward. 11 points were then accrued when 5 points were added to the original 6 points accrued on 10.1.2011. A ban from bookings in the next two quarters (that relate to bookings for use of CH/CC facilities in Q4 of 2011 and Q1 of 2012) was imposed and the 11 points arising from 3 breaches would be cancelled after the ban was imposed. The remaining 3 points from the remaining breach incurred in the same activity on 28.5.2011 would then be carried forward. On 3.4.2012, another two breaches were found. Since the addition of the 3 points brought forward from 28.5.2011 and the 8 points incurred on 3.4.2012 resulted in an accrual of 11 points within 12 months, both new breaches were counted, thus necessitated the issue of another ban.



Centre (the hall only), Sha Kok Community Hall, Pok Hong Community Hall, Hin Keng Neighbourhood Community Centre and Mei Tin Community Hall during the implementation period until further notice.

#### Paragraph 5 (u)

Arrangements in times of typhoons: CC/CH will be closed when typhoon signal No. 8 or above is hoisted. When rainstorm black signal is issued, the organization may continue to stay in the CC/CH. When the signal is issued not less than one hour before the hired session starts, the CC/CH will be closed. After the signal is cancelled, the arrangements are as follows:

- ^ Cancelled at 7:00 a.m. / 9:00 a.m. or after → Closed for the morning sessions (^7:00 a.m. to 1 p.m. / 9:00a.m. to 1:00p.m.)
- Cancelled at 2:00 p.m. or after → Closed for the afternoon sessions (2:00 p.m. to 6:00 p.m.)
- Cancelled at 6:00 p.m. or after → Closed for the night sessions (6:00 p.m. to 10:00 p.m.)

^ Only applicable to the bookings of Kwong Yuen Community Hall, Lung Hang Estate Community Centre (the hall only), Sha Kok Community Hall, Pok Hong Community Hall, Hin Keng Neighbourhood Community Centre and Mei Tin Community Hall during the implementation period until further notice.

Note: Since the above scheme on extension of opening hours of CC/CH is funded by the Sha Tin District Council, the applicant organization should also meet the requirements set out in the *Sha Tin District Council Fund Application Procedures and Regulations*.

(2) Sha Tin District Council Neighbourhood Activity Centre Scheme

The District Facilities Management Committee of the Sha Tin District Council has endorsed the booking arrangements for the Sha Tin District Council Neighbourhood Activity Centre. The details are as follows:

Implementation period: starting from October 2010 until further notice

- (a) Name : Sha Tin District Council Neighbourhood Activity Centre
- (b) Address : Hall of Integrated Vocational Development Centre, Area 92, Yiu On Estate, Ma On Shan, Sha Tin, New Territories.
- (c) Contact Tel. No. : 2606 5012
- (d) Venue for hiring : Hall
- 
- (i) Area (m<sup>2</sup>): 587
- (ii) Maximum Capacity: 390
- (iii) Basic Facilities: Badminton court and table tennis table
- (iv) Rates of Charges for the Use of Facilities (\$):
- Multi-purpose Hall – basic charge (per hour): 230
  - Air-conditioning (additional charge per hour): 530
- (e) Sessions available for hiring:
- Monday to Friday 6:00 p.m. to 10:00 p.m.
- Sessions available for hiring by organizations:
- 6:00 p.m. to 8:00 p.m.  
8:00 p.m. to 10:00 p.m.
- Saturday and Sunday 9:00 a.m. to 10:00 p.m.
- Sessions available for hiring by organizations:
- 9:00 a.m. to 11:00 a.m.  
11:00 a.m. to 1:00 p.m.  
2:00 p.m. to 4:00 p.m.  
4:00 p.m. to 6:00 p.m.  
6:00 p.m. to 8:00 p.m.

8:00 p.m. to 10:00 p.m.

(The above sessions are not applicable to the dates available for holding one-off activities as stated in paragraph 2(d)(ii).)

Public Holidays          closed

(f) Guidelines on the use of facilities:

*Guidelines on the Use of Facilities in Sha Tin District Council Neighbourhood Activity Centre*

Sha Tin District Office

July 2012