

Yuen Long District Office

Guidelines governing the Use of Facilities in Long Ping Community Hall/Tin Ching Community Hall/ Tin Yiu Community Centre/Tin Shui Community Centre

1. Eligibility criteria for the use of facilities

- (A) The following organizations are eligible to apply for permission to use the facilities of the captioned community halls/community centres (CH/CC):
- (I) Government departments;
 - (II) Local bodies (must have office(s) set up in Yuen Long) such as subvented welfare agencies, charitable organizations, etc (i.e. registered organizations under the Societies Ordinance (Cap. 151) or charitable institutions exempt from tax under section 88 of the Inland Revenue Ordinance, etc);
 - (III) Local committees recognized by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc;
 - (IV) Candidates standing for election to or members of the Yuen Long District Council or the Legislative Council NT West geographical constituency.
- (B) If the applicant body/organization is subsequently found ineligible to apply for permission to use the facilities of the captioned CH/CC, the Yuen Long District Office (YLDO) has the right to revoke its approval. The applicant body/organization will be notified of such revocation as soon as practicable but the payment made will not be refunded.

2. Application procedure/payment of charges

- (A) Application form
Application forms are obtainable at the GR(C) of YLDO or on the homepage of the Home Affairs Department (www.had.gov.hk).
(Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long)
- (B) Application procedure /payment of charges
- (I) The applicant body/organization should submit a completed application form to YLDO, specifying the purpose of the proposed activity with detailed programme enclosed within the period stated in sub-paragraph (C).
 - (II) The completed application form may be submitted by mail or in person to the GR(C), 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, and shall be duly signed by the officer-in-charge of the body/organization. The application form will not be accepted if it is affixed with a chop instead of duly signed or is not furnished with the required details.
 - (III) The charges of facilities at various venues are listed in Annex I.

(C) Deadline for submission of application and principles for granting approval(I) Application for holding regular and successive activities

- (i) All sessions between Monday and Saturday (excluding the first Friday every month and public holidays) are available for hiring to hold any regular and successive activities.
- (ii) If the applicant body/organization intends to hire **Long Ping Community Hall/Tin Yiu Community Centre/Tin Shui Community Centre** for holding a regular and successive activity (e.g. weekly activity), application shall be submitted within the following period:

<u>Period for use of venue</u>	<u>Period for submitting application</u>
Between April and June	From 1 January to 7 January
Between July and September	From 1 April to 7 April
Between October and December	From 1 July to 7 July
Between January and March the next year	From 1 October to 7 October

- (iii) If the applicant body/organization intends to hire **Tin Ching Community Hall** for holding a regular and successive activity (e.g. weekly activity), application shall be submitted within the following period:

<u>Period for use of venue</u>	<u>Period for submitting application</u>
Between July and September	From 1 March to 7 March
Between October and December	From 1 June to 7 June
Between January and March the next year	From 1 September to 7 September
Between April and June the next year	From 1 December to 7 December

- (iv) If more than one application for the same session is received in the specified period, the successful applicant and a waitlisted applicant will be selected by drawing lots. The waitlisted applicant will be allocated the session if the successful applicant's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions. If the waitlisted applicant cancels its booking, the allocation will be determined on the principle of "first come first served".
- (v) Each booking session shall not exceed two hours and only the following 8 sessions are available:

(1) 7am – 8am	(5) 2pm – 4pm
(2) 8am – 10am	(6) 4pm – 6pm
(3) 10am – 12noon	(7) 6pm – 8pm
(4) 12noon – 2pm	(8) 8pm – 10pm

- (vi) As renewal booking will be treated as a new application, approval cannot be guaranteed.
- (vii) YLDO may, in the light of the circumstances, restrict the frequency of a regular and successive activity to be held at the same venue by the same body/organization.

(II) Application for holding irregular and non-successive activities

- (i) All sessions on Saturday, Sunday and public holidays are available for hiring

to hold any irregular and non-successive activity. All sessions on 24 December (Christmas Eve) and 31 December (New Year's Eve) are also available for hiring to hold such activities.

- (ii) Sessions on the first Friday of each month (except public holidays) will be reserved for welfare agencies (institutions subvented by the Social Welfare Department) or charitable institutions (exempt from tax under section 88 of the Inland Revenue Ordinance) to apply for holding irregular and non-successive activities. If the first Friday of a month falls on a public holiday, YLDO shall not appoint another day on Friday in the same month as the day reserved for welfare agencies or charitable institutions to apply for holding irregular and non-successive activities.
 - (iii) For irregular and non-successive activities (i.e. those held not more than one time each month), application may be submitted six months in advance of the date when an activity is held.
 - (iv) Each applicant body/organization may only hire each of the venues of the CH/CC for holding an irregular and non-successive activity once a month.
 - (v) YLDO may, in the light of the circumstances of individual activities, consider allowing the use of a venue to hold activities on Sunday or a public holiday.
 - (vi) Applications will be processed on the principle of "first come first served" (based on the working day when the application is received by this office). Anyone assigned by the applicant body/organization to submit the application form is only allowed to submit a maximum of two application forms with each submitted for hiring one venue of the CH/CC.
- (III) All applications shall be submitted at least one month in advance of the date when an activity is held.
- (IV) If the application deadline falls on Saturday, Sunday or a public holiday, it will be extended to the next working day.
- (V) The applicant body/organization will be informed in writing of the outcome as soon as practicable.
- (VI) While an activity to be held in the hall shall have more than 20 participants, an activity to be held in the conference room (include activity/conference room of Tin Ching Community Hall) shall have at least 10 participants, and an activity to be held in the meeting room of the Tin Ching Community Hall shall have at least 8 participants.
- (D) Payment of charges and collection of a venue
- (I) On approval of an application, a Demand Note for the settlement of charges together with the Letter of Approval will be sent to the applicant body/organization if payment is required.
 - (II) The applicant body/organization should settle the Demand Note as soon as possible. The receipted Demand Note will serve as a permit to use the facilities and shall be presented to the staff of the CH/CC before the scheduled activity commence. No cash shall be handed to any staff of the CH/CC.
 - (III) The applicant body/organization shall be refused to use the facilities if the receipted

Demand Note or the Letter of Approval for payment exemption cannot be produced at the venue.

(E) Cancellation of Booking or Alteration of Activity Details

- (I) Notification of cancellation of booking shall be given to YLDO in writing at least one month in advance of the scheduled activity. Any payment made will be refunded on production of the receipted Demand Note.
- (II) Applicant bodies/organizations who wish to alter the details of any approved activity shall inform YLDO in writing. Approval from YLDO shall be obtained prior to the holding of the activity. Splitting the approved activity into two or more activities is not allowed.
- (III) If the activity having details altered takes shorter time than that has been approved, the remaining time of the allocated sessions will be made available for open application. Any payment made will not be refunded.
- (IV) If a venue is required for emergency purposes, such as providing temporary cold/night heat shelter, temporary shelter etc, YLDO shall have the right to revoke an approval for using the venue. The organization/body will be notified of such revocation as soon as practicable. Any payment made will be refunded on production of the receipted Demand Note.
- (V) If an applicant body/organization has altered the details of an activity without the prior approval of YLDO or the number of attendees is found to deviate from what is specified in the application form (i.e. a minimum of 12 attendees for an activity to be held in the hall, a minimum of 5 attendees for an activity to be held in the conference room (include activity/conference room of Tin Ching Community Hall) and the Tin Ching Community Hall), YLDO shall issue a written warning and, for subsequent failure, an official notice to the effect that the remaining allocated sessions are revoked with such revocation recorded. Such record of revocation will be maintained in the following three quarters. On accumulation of three such revocations, the relevant body/organization shall not be allowed to submit applications for hiring venues to hold regular and successive activities in the subsequent two quarters of the year.
- (VI) An applicant body/organization allocated the venue to hold a regular and successive activity may take a leave of absence on two occasions (written notification is required) in each quarter. If it is found that the applicant fails to turn up thereafter, it will be treated as insufficient attendees in breach of the regulations and conditions.
- (VII) If the applicant body/organization rents the allocated venue to another organization without prior approval from YLDC, the applicant shall be revoked its right to use the venue and refused to submit applications for holding regular and successive activities in the subsequent quarter.
- (VIII) An application for cancellation of booking/alteration of activity details shall be submitted by the applicant body/organization by way of written notification, which shall be duly signed by the officer-in-charge of the body/organization.

(F) Notes for Charge Exemption

- (I) The applicant body/organization may apply for waiver of hire charges at the same time if the conditions set down in Annex II are satisfied.
- (II) If found not eligible for waiver of hire charges after such waiver has been granted, the applicant body/organization will be required to repay the exempted charges.

3. Regulations and conditions to be observed by Applicant Body/Organization

(A) To ensure fire safety, the following regulations and conditions shall be observed by the applicant body/organization:

i. Indoor and outdoor activities/functions

- The venue shall be used for the designated entertainment/educational activities/functions.
- No alteration shall be made to the structural design or layout of the venue that will increase the designated capacity or render escape difficult in the event of an emergency.
- No decoration of readily combustible materials shall be used.
- Chairs, if provided for the audience, should be battened together in groups of not more than fourteen per row.
- The power supply cable shall be so located that it will not constitute a hazard to the audience/attendees.
- No scenery or decorations of readily combustible nature shall be erected on the stage.
- No filing of hydrogen balloon or provision of hydrogen-filled balloon is allowed on site.
- All exit doors shall remain unlocked.
- All staircases, exits and corridors shall be kept unobstructed and be adequately illuminated.
- Smoking and fire lighting shall be prohibited inside the venue.

ii. Outdoor Activities/Functions

- 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.

- (B) The gathering or activity shall be held in accordance with the programme previously submitted by the applicant body/organization.
- (C) No posters, slogans, banners or portraits shall be posted or hung when using the hall. Slogan-chanting and activities that may disturb public order are prohibited.
- (D) The applicant body/organization shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or materials which are difficult to remove such as paints and similar material on the walls, furniture and other equipment. The applicant body/organization shall be liable to pay for any damage caused to any equipment, furniture, or structure of the premises.
- (E) The applicant body/organization shall maintain good order and discipline during the activity and clear up the venue after use.
- (F) No additional electric appliances and lighting equipment shall be installed in any part of the CH/CC unless prior permission from YLDO has been obtained.
- (G) Our staff members shall have the right to enter, at any time, any part of the CH/CC used by the applicant body/organization and impose additional conditions on its continued use in the light of the prevailing circumstances. Should the applicant body/organization fail to observe such conditions, our staff members may terminate the right of use at any time and request the venue to be properly cleared up.
- (H) 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 shall be submitted along with the application for permission to use the venue. Upon approval, the applicant body/organization should employ a qualified technician to operate the control panel and notify our staff members. The applicant body/organization shall assume full responsibility for any damage caused.
- (I) The applicant body/organization and/or any of its members, partners, employees, contractors or licensees (hereinafter known as “the related persons”), whether as an invitee or otherwise, whilst using or staying in the CH/CC, is there entirely at their own risk, and the Government or its employees, agents or contractors shall not be liable in any way for or in respect of:
 - (i) any loss of or damage to any of the applicant body/organization’s property and/or that of the related persons however caused (whether by any act, omission, default or negligence of the Government or any of its employees or agents or otherwise); or
 - (ii) any injury to or death of any of the applicant body/organization or the related persons (save any injury or death is caused by the negligence of the Government or any of its employees or agents),which in any case arises directly or indirectly from, or out of, or in connection with, the use of CH/CC by the applicant body/organization or any of the related persons.
- (J) The applicant body/organization shall indemnify the Government and keep the Government fully and effectively indemnified from and against
 - (i) any and all joint or individual claims (whether or not, in whole or in part, successful, compromised, settled, withdrawn or aborted), actions, investigations, demands, proceedings or decisions (hereinafter known as “claim”) threatened, brought or

instituted against the Government;

- (ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges or expenses) the Government may pay or incur in initiating or defending any claim,

which in any case arises directly or indirectly from, or out of, or in connection with, the use of CH/CC by the applicant body/organization or any of the related persons, including any loss, damage, injury or death referred to in paragraph 3(I) above (save and except such injury or death caused by the negligence of the Government or any of its employees or agents).

- (K) The applicant body/organization shall indemnify the Government and keep the Government fully and effectively indemnified from and against any loss or damage to any of the property of the Government or that of its employees, agents or contractors, or any injury to or death of any of its employees, agents or contractors arising from the negligence of the applicant body/organization or any of the related persons.
- (L) For the purpose of paragraph 3(I) and paragraph 3(J) above, “negligence” shall have the same meaning given to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).
- (M) YLDO reserves the right not to grant the use of a venue and/or equipment in the CH/CC to any applicant body/organization.

4. Opening hours and capacity of facilities

Community Hall/Centre	Facilities	Capacity	Opening Hours
Long Ping Community Hall	Hall	350	Monday to Saturday 7am to 10pm*
	Conference Room	30	
Tin Ching Community Hall	Hall	450	*As the Pilot Scheme on Extension of Opening Hours will be implemented between April 2011 and March 2012, the opening hours of Tin Yiu Community Hall/Tin Shui Community Centre are as follows:
	Activity/Meeting Room	40	
	Meeting Room	15	
Tin Yiu Community Centre	Hall	450	
	Conference Room	50	
Tin Shui Community Centre	Hall	350	
	Conference Room	30	Friday to Saturday 7am to 12 midnight

5. Facilities available for loan

In the CH/CC, ping pong tables, badminton nets, lighting equipment, projectors, sound equipment, padded mats, exhibition boards are available for hiring. For those intend to hire

these facilities, please submit an application for their use along with the application for permission to use the venue. Applicant bodies/organizations are welcome to use the notice board to post publicity materials. Please refer to the guidelines on the application for posting publicity materials in CH/CC.

6. Display of information regarding the use of facilities

To keep the public informed of the use of facilities and details of the activities being held, YLDO will display information such as the organization hiring the facilities, name of the scheduled activity, name of the contact person for the scheduled activity and enquiry telephone number in the CH/CC.

7. Enquiries

Tel: 2470 1124

Fax: 2474 7261

Ref.: YL 121/5/03

Yuen Long District Office

November 2010

Annex I

Home Affairs Department Yuen Long District Office
**Rates of Charges for the Use of Long Ping Community Hall/Tin Ching Community Hall/
Tin Yiu Community Centre/Tin Shui Community Centre**

(Effective from 1 January 2008)

Facility	Rate	Remarks												
Hall#	\$82 per hour Additional charges for optional items: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Air-conditioning</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Rate per hour</u></th> </tr> </thead> <tbody> <tr> <td>Long Ping Community Hall</td> <td style="text-align: right;">\$105</td> </tr> <tr> <td>Tin Ching Community Hall</td> <td style="text-align: right;">\$125</td> </tr> <tr> <td>Tin Yiu Community Centre</td> <td style="text-align: right;">\$125</td> </tr> <tr> <td>Tin Shui Community Centre</td> <td style="text-align: right;">\$81</td> </tr> <tr> <td> Lighting control equipment</td> <td style="text-align: right;"> \$16</td> </tr> </tbody> </table>	<u>Air-conditioning</u>	<u>Rate per hour</u>	Long Ping Community Hall	\$105	Tin Ching Community Hall	\$125	Tin Yiu Community Centre	\$125	Tin Shui Community Centre	\$81	 Lighting control equipment	 \$16	Applicant organization shall provide public address system and its own technician, and arrange for seating. If use of stage light is needed, please specify in the venue application form (the rate is listed in the second column of this Annex). Chairs are available free of charge but the quantity shall be specified in the venue application form.
<u>Air-conditioning</u>	<u>Rate per hour</u>													
Long Ping Community Hall	\$105													
Tin Ching Community Hall	\$125													
Tin Yiu Community Centre	\$125													
Tin Shui Community Centre	\$81													
 Lighting control equipment	 \$16													
Dressing Room	\$5.5 per hour for male & female dressing rooms; plus \$6.5 per hour for the use of air-conditioners in the male & female dressing rooms	If use of dressing room(s) is needed, please specify in the venue application form (the rate is listed in the second column of this Annex).												
Conference Room	\$40 per hour; plus \$11 per hour for the use of air-conditioners	Tables, chairs and blackboard are provided.												
Activity/Meeting Room	\$44 per hour; plus \$10 per hour for the use of air-conditioners	Tables, chairs and blackboard are provided.												
Meeting Room	\$44 per hour; plus \$10 per hour for the use of air-conditioners	Tables, chairs and blackboard are provided.												

The rental for badminton court is the same as that for the hall

Yuen Long District Office

Criteria for Exemption from Payment of Charges for the Use of Facilities in Long Ping Community Hall/ Tin Ching Community Hall/ Tin Yiu Community Centre/Tin Shui Community Centre

1. The said facilities may be made available to 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 members of the District Councils and the Legislative Council;
 - iv) charitable organizations like Pok Oi Hospital and 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 department;
 - v) local committees recognized 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 granted total exemption if they apply for permission to use the facilities for electoral meetings between the close of nomination and the election day.