

Appendix D

Guidelines and Conditions on the Use of Electric Folding Partitions in the Halls of Kwai Fong Community Hall (Kwai Fong CH) and Kwai Shing Community Hall (Kwai Shing CH)

1. Eligibility for application

- (a) The organisation applying for the use of the entire hall of Kwai Fong CH or Kwai Shing CH may decide on its own whether to use the electric folding partitions to divide the hall into two parts as appropriate to its activity during the hired timeslot. If the use of electric folding partitions is necessary, the applicant organisation may approach the staff of the Kwai Tsing District Office (K&TDO) on site for information.
- (b) To allow more organisations to use the hall at the same time, except under the special arrangements in paragraph 1 (c) below, an applicant organisation will only be allocated with a partitioned hall area separated by electric folding partitions at the designated timeslots as follows:

Kwai Fong CH	
Tuesdays and Fridays	2:00 p.m. to 4:00 p.m.
Tuesdays and Thursdays	7:00 p.m. to 10:00 p.m.
Kwai Shing CH	
Tuesdays and Thursdays	7:00 p.m. to 8:30 p.m.
	8:30 p.m. to 10:00 p.m.

- (c) If an applicant organisation would like to hire the entire hall, and the number of participants of its activity exceeds 150% of the aggregated number of participants estimated for the two activities to be held by other applicants seeking to hire the two partitioned hall areas for the same timeslot, the organisation will be allowed to use the entire hall, without being subject to the restriction in paragraph 1(b) above. The following examples are shown for illustration:

Example 1

Both Organisation A and Organisation B apply for hiring partitioned hall areas. Organisation A estimates the number of participants to be 12 while Organisation B puts the figure at 16. Organisation C applies for hiring the entire hall and estimates the number of participants to be 100. The total estimated number of participants of Organisation A and Organisation B is $(12+16) = 28$, and 28 times 150% equals 42, i.e. less than the estimated number of participants of Organisation C. Approval will be given to Organisation C for hiring the entire hall.

Example 2

Organisation A applies for hiring a partitioned hall area of Kwai Fong CH and estimates the number of participants to be 15. Organisation C applies for hiring the entire hall and estimates the number of participants to be 100. Since the other partitioned hall area is not booked by any organisation, the K&TDO will use the maximum capacity of this area (please refer to paragraph 2(a) below) as the basis for calculation. As the maximum capacity of each partitioned hall area of Kwai Fong CH is 50, the total estimated number of participants for the two partitioned hall areas is $(15+50) = 65$. 65 times 150% equals 98, which is less than the estimated number of participants of Organisation C. Hence approval will be given to Organisation C for hiring the entire hall.

Example 3

Organisation A, Organisation B and Organisation C all apply for hiring partitioned hall areas of a hall, and the estimated number of participants is 30, 15 and 25 respectively. Organisation D applies for hiring the entire hall and estimates the number of participants to be 100. K&TDO will make a calculation based on the figure of the two organisations with the highest estimated number of participants, i.e. Organisation A and Organisation C. The total estimated number of participants of Organisation A and Organisation C is $(30+25) = 55$, and 55 times 150% equals 83, i.e. less than the estimated number of participants of

Organisation D. Approval will be given to Organisation D for hiring the entire hall.

2. Regulations and conditions to be followed by applicant organisations hiring designated timeslots for partitioned hall areas

- (a) The applicant organisation shall take note of the maximum and minimum capacity of the partitioned hall areas as follows:

Community Hall (CH)	Maximum Capacity	Minimum Capacity
Kwai Fong CH	50	12
Kwai Shing CH	55	

- (b) The applicant organisation shall not produce too much noise that may disturb other users in the hall. If there is any dispute in the volume of sound, the decision of the K&TDO staff is final.
- (c) If the hall is provided with central control facilities or equipment, the applicant organisation hiring the partitioned hall area which covers the stage will be given priority in deciding whether to use the facilities/equipment.
- (d) To ensure fairness, the applicant organisation shall only use the allocated partitioned hall area. The other partitioned hall area shall not be used even if it is not in use by other applicant organisations.

3. Arrangements in case of malfunctioning of electric folding partitions

- (a) If the entire hall is hired by an applicant organisation but the hall is divided into two areas due to malfunctioning of electric folding partitions, the K&TDO will notify the affected organisation as soon as possible and let it decide whether to continue to use the venue.
- (b) If the partitioned hall areas are hired by two applicant organisations respectively but the hall cannot be divided into two areas due to malfunctioning of electric folding partitions, the organisation hiring the partitioned hall area which covers the stage will have the priority to use

the venue, and the booking of the organisation hiring the other partitioned area will be cancelled. The K&TDO will notify the affected organisations as soon as possible. Nevertheless, the K&TDO will allow the use of the venue by both organisations if they reach a consensus and agree to continue holding the activities in the hall.