

Yuen Long District Office
Guidelines and Conditions on the Use of Facilities
Available in Community Halls / Community Centres in Yuen Long
(Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)
(Effective from January 2023)

1. Eligibility criteria for the use of facilities

Bodies/organisations eligible for the use of facilities available in community halls/ community centres ('CHs/CCs') in the Yuen Long District are:

- (a) Government departments or public bodies;
- (b) Local bodies (with office(s) set up in Yuen Long) such as:
 - Subvented welfare agencies;
 - Subvented educational institutions, subsidised schools and non-profit-making schools;
 - Charitable institutions or trusts of a public character exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112);
 - Non-profit-making bodies / organisations registered under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 622) with the specification on relevant charters that members of the body / organisation will not share its profit upon its dismissal;
- (c) Local committees / organisations recognised by the Government, such as Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.;
- (d) Offices of New Territories North West / New Territories North Legislative Councillors or Yuen Long District Councillors.

Note 1: Activities held in venues/facilities must not contravene with the laws of Hong Kong or be of commercial purposes.

Note 2: If the applicant body/organisation is subsequently found ineligible for the use of facilities available in CHs/CCs in the district, the Yuen Long District Office ('YLDO') has the right to revoke its approval. The applicant body/organisation will be notified of such revocation as soon as practicable and the payment made will not be refunded.

Note 3: The YLDO has the final authority on decisions on applications received.

2. Application procedures/payment of charges

- (a) The applicant body/organisation should submit, according to Clause 3 below, a completed application form to the YLDO, setting out the joint organiser/co-organiser, if any, and specifying the purpose and the programme of the proposed activities. The charges of facilities and venues are listed in **Annex I**. The applicant body/organisation may apply for waiver of hire charges at the same time if it and its joint organiser/co-organiser, if any, can satisfy the conditions set out in **Annex II**. Applicant body/organisation and the joint organiser/co-organiser, if any, may be required to submit relevant documentary proof for their eligibility for such waiver.
- (b) Application forms are obtainable at the General Registry (Community Affairs) (referred as 'GR(C)') of the YLDO (Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long) and on the homepage of the Home Affairs Department (www.had.gov.hk).
- (c) The completed application form may be submitted by mail or in person to GR(C) [Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long] or

into the form collection box on 4/F of Yuen Long District Office Building. In addition, applicant bodies/organisations may also submit completed application forms by fax (Fax number: 3188 4027). To ensure that the application forms submitted via fax are true copies of the originals, the original copies of the application forms are to be forwarded to the YLDO within the application period for verification purpose. Any application forms submitted via fax without due verification with the original copies will not be processed. The submission of application by fax is applicable to the first and the second round of application for both “regular and successive activities”, as well as the first round of application for “irregular and non-successive activities”. The forms shall be duly signed by the officer-in-charge of the body/organisation (e.g. Chairperson, President, Chief Executive Officer, Principal, etc.) and with the official chop of the applicant body/organisation. Application forms which are only affixed with a chop or incomplete will not be accepted.

- (d) For booking for the use of Multi-purpose Hall, the minimum number of participants required is 10 while that for booking for the use of Conference Room, Activity/Meeting Room, Meeting Room or Stage Meeting Room is 5. If the number of attendees is found less than the minimum requirement, demerit points will be given to the applicant body/organisation (for details, please refer to Clause 5(h) below).
- (e) The applicant body/organisation will be informed in writing of the outcome of its application as soon as possible. Any addition or change of the joint organiser/co-organiser as set out in the application form is not permitted without approval.
- (f) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant body/organisation if payment is required.
- (g) The applicant body/organisation 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 CHs/CCs before the scheduled activities can commence. No cash should be handed to any officers of the CHs/CCs.
- (h) The applicant body/organisation shall be refused the use of the facilities if the Receipted Demand note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (i) Notification of cancellation of the proposed activities given **7 working days in advance** may be accepted. Necessary action will be taken to refund any payment already made on production of Receipted Demand Note.
- (j) If the venue has to be reserved for departmental use under emergency relief arrangement: for example, to accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, the applicant body/organisation so affected will be informed as soon as possible. The applicant body/organisation can also contact the YLDO for the latest information. Any payment made will be refunded on production of the Receipted Demand Note.
- (k) If Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory when CHs/CCs are in use, the CHs/CCs will be closed immediately. The six CHs/CCs in the district will reopen 2 hours after the cancellation of the above signals. In case of Black Rainstorm Warning signal, users may stay in the CHs/CCs until it is considered safe for them to leave, except when the venue has to be reserved for emergency shelter or accommodating typhoon victims.
- (l) If an applicant body/organisation fails to turn up at the scheduled time without the notification required by (i) above, any amount paid will be forfeited.
- (m) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at **Annex VI**) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant is found not eligible for waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant body/organisation need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the YLDO will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant

body/organisation must retain the receipts and supporting documents for the activity for **two years**. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check. If the applicant fails to provide the receipts/supporting documents to the YLDO for inspection upon request, it will be required to pay back the exempted charges.

3. **Deadline for submission of applications and approving principles**

(a) Application for venues for regular and successive activities (**Application Form A1**)

- (i) All sessions between Monday and Saturday (excluding the first Friday every month and public holidays) are available for hiring for regular and successive activities.
- (ii) If an applicant body/organisation intends to hire the following venues for a regular and successive activity (e.g. weekly activity), applications shall be submitted within the following period:

Period for use of venue	Period for submission of application	
	Long Ping Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre	Tin Ching Community Hall, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
April - June	1 - 7 January	1 - 7 December
July - September	1 - 7 April	1 - 7 March
October - December	1 - 7 July	1 - 7 June
January - March the following year	1 - 7 October	1 - 7 September

- (iii) The following 9 sessions are available for booking:

(1) 7 am - 8 am	(2) 8 am - 10 am	(3) 10 am - 12 noon
(4) 12 noon - 2 pm	(5) 2 pm - 4 pm	(6) 4 pm - 6 pm
(7) 6 pm - 8 pm	(8) 8 pm - 10 pm	(9) 10 pm - 11 pm

Session (9) is only applicable to Long Ping Community Hall and Tin Yiu Community Centre.

- (iv) If more than one application for the same session of a venue is received in the specified period above, the successful applicant body/organisation will be determined by lots drawing. If the successful applicant's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions, the updated information on newly available timeslots in the CHs/CCs will be posted at the notice board of GR(C) of the YLDO and all the six CHs/CCs under YLDO's management as soon as practicable after the office is notified of such cancellation. Bodies/Organisations may apply for the use of venues at the newly available timeslots within three working days' application period as specified by the office, with completed application forms forwarded to the YLDO in ways specified as in 2(c) above. If more than one application for the same session of a venue is received in the 3-working day period, the successful applicant body/organisation will be determined by another round of lots drawing. If the successful applicant in the second lots drawing session has its right to use the venue abandoned or cancelled, the allocation of timeslots will be determined on a first-come, first-served basis.
 - (v) As continual bookings will be treated as a new application, approval cannot be guaranteed.
 - (vi) The total number of applications for regular and successive activities submitted by a body/an organisation for all the six CHs/CCs under YLDO's management is limited to **210** sessions. Should the limit be exceeded, all applications for venues for regular and successive activities submitted by the body/organisation for that period would not be considered.
- (b) Application for venues for irregular and non-successive activities (**Application Form A1**)
- (i) All sessions on Saturdays, Sundays and public holidays are available for hiring for any irregular and non-successive activity. All sessions on 24 December (Christmas Eve) and 31 December (New Year's Eve) are also available for application under this category.

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 (those exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112)) to hold irregular and non-successive activities. If the first Friday of a month falls on a public holiday, the YLDO shall not appoint another Friday in the same month for such purpose.

- (ii) For irregular and non-successive activities (i.e. those held not more than once each month), applications may be submitted within the following period:

Period for use of venue	Period for submission of application	
	Long Ping Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre	Tin Ching Community Hall, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
April - June	1 - 7 December	1 - 7 November
July - September	1 - 7 March	1 - 7 February
October - December	1 - 7 June	1 - 7 May
January - March the following year	1 - 7 September	1 - 7 August

- (iii) If more than one application for the same session of a venue is received in the specified period, the successful applicant body/organisation will be determined by lots drawing. If the successful applicant body's/organisation's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions, the updated information on available timeslots in CHs/CCs will be posted at the notice board of GR(C) of the YLDO and all six CHs/CCs under YLDO's management as soon as practicable after the YLDO is notified of the cancellation. A body/an organisation may apply for the available timeslots and the allocation will be determined on a first-come, first-served basis.
- (iv) The total number of applications for venues for irregular and non-successive activities submitted by a body/an organisation for all the six CHs/CCs under YLDO's management is limited to 162 sessions. Should the limit be exceeded, all applications for venues for irregular and non-successive activities from the body/organisation for that period would not be accepted.
- (v) To enable more bodies/organisations to use CHs/CCs facilities, each of them is allowed to use the same facility once each month.
- (vi) The YLDO has the final authority on decisions on applications received.
- (c) Application of reserved venues for subvented educational institutions, subsidised schools and non-profit-making schools in the Yuen Long District (**Application Form A2**)
- (i) The applicant institutions/schools should be located in Yuen Long.
- (ii) The application applies only to Monday - Friday (except the first Friday of each month and public holidays).
- (iii) The application applied to conduction of large scale events (such as graduation ceremony, contest, etc.)
- (iv) Number of participants must exceed 100.
- (v) Joint organiser/co-organiser must be subvented educational institutions, subsidised schools and non-profit-making schools in the Yuen Long District.
- (vi) Each venue will only accept 1 such application in a week.
- (vii) Interested institutions/schools may submit their applications within the following period:

Period for use of venue	Period for submission of application	
	Long Ping Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre	Tin Ching Community Hall, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
April - June	1 - 7 November	1 - 7 October
July - September	1 - 7 February	1 - 7 January
October - December	1 - 7 May	1 - 7 April
January - March the following year	1 - 7 August	1 - 7 July

- (viii) If more than one application is received for the same venue in a week during the specified period, the successful applicant institutions/schools will be determined by lots drawing. Results will be posted at the notice board of GR(C) of the YLDO and all six CHs/CCs under YLDO's management as soon as practicable. If the successful applicant institution's/school's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions, the venue will be allocated to the successful applicant of regular and successive application for timeslots on Monday to Friday.
- (ix) Venues would only be reserved once for each applicant in the same calendar year (from 1 January to 31 December). Other applications are welcome through (a) regular and successive application and (b) irregular and non-successive application (Application Form A1).
- (x) Alteration of activity details (except the alteration of time, addition/change of joint organiser/co-organiser) is not allowed. Any other alteration will be treated as new application.

4. Cancellation of Booking / Alteration of Activity Details / Change of joint organiser/co-organiser

- (a) Captioned notifications shall be given to the YLDO in writing **at least 7 working days in advance of the scheduled activity**. It shall be duly signed by the officer-in-charge of the body/organisation and bear its chop
- (b) Applicant body/organisation which wishes to alter the details of any approved activity shall inform the YLDO in writing **at least 7 working days in advance of the scheduled activity**. Approval from the YLDO shall be obtained prior to the commencement of the activity. 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.
- (c) If Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory when CHs/CCs are in use, the CHs/CCs will be closed immediately. The six CHs/CCs in the district will reopen 2 hours after the cancellation of the above signals. In case of Black Rainstorm Warning signal, users may stay in the CHs/CCs until it is considered safe for them to leave, except when the venue has to be reserved for emergency shelter or accommodating typhoon victims. The applicant body/organisation can also contact the YLDO for the latest information.

5. Regulations and conditions to be followed by Applicant Body/Organisation

- (a) Compliance with the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region ('National Security Law') and other laws in force:
 - (i) the applicant body/organisation shall declare and ensure that no acts or activities which are likely to constitute or are likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region ('HKSAR'), or which would otherwise be contrary to the interest of national security, shall be engaged in the part(s) of the CHs/CCs hired by the applicant.
 - (ii) the applicant body/organisation shall further declare and ensure that all acts and activities engaged in the part(s) of the CHs/CCs hired by it shall comply with the laws in force in the HKSAR.
 - (iii) Conduct which may endanger national security or breach other laws in force in the HKSAR will be reported to the law enforcement agencies.
- (b) To ensure fire safety, the following regulations and conditions should be followed by the applicant body/organisation:

(i) For both indoor and outdoor activities

- ◆ The premises are used for the designated activities/functions.
- ◆ No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
- ◆ No decoration of readily combustible materials is used.
- ◆ Chairs, if provided for the audience, should be battened together in groups of not less than four and not more than fourteen per row.
- ◆ The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
- ◆ No scenery or decorations of readily combustible nature should be erected on the stage.
- ◆ No hydrogen-filled balloon of readily combustible nature should be erected on site.
- ◆ All exit doors shall remain unlocked.
- ◆ All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

(ii) For outdoor activities

- ◆ The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings.
 - ◆ Only electric lighting should be used for illumination purpose.
 - ◆ Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth.
 - ◆ One 9-litre water/CO₂ fire extinguisher should be provided at the following locations:
 - at the command post; and
 - at the main entrance.
- (c) The activity must be held in accordance with the programme previously submitted by the applicant body/organisation. The applicant body/organisation shall maintain good order and discipline in the venue during the activity. The volume induced by the activity should be kept to a level not affecting other users of the CHs/CCs.
- (d) Unless prior approval from the YLDO has been obtained, the applicant body/organisation shall not post or hang posters, slogans, banners or portraits, conduct auction, fund-raising, collection of money/materials or sales activity, nor allow eating or entrance of animals except guide dogs to the CHs/CCs when using the facilities. For guidelines and application procedures on posting publicity materials in CHs/CCs under YLDO's management, please refer to **Annex VIII**. Sprinkling powder on the floor, smoking, cooking, lighting of fire or using fireworks are prohibited. Transferring the allocated timeslots to another organisation is also prohibited.
- (e) The applicant body/organisation shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or similar material on the walls, furniture and other equipment. The applicant body/organisation shall be liable to pay for any damage to any equipment, furniture, or fabric of the premises induced by the activity.

- (f) The applicant body/organisation shall restore the facilities to their original conditions and clean up the place after use.
- (g) 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 form (see **Annex III**) for the use of such equipment must be submitted along with the application for use of the venue. Upon approval, the applicant body/organisation should make available an experienced technician or operator to operate the control panel and notify staff members of the YLDO. The applicant body/organisation shall assume full responsibility for any damage caused.
- (h) Staff members of the YLDO shall have the right to enter, at any time, any part of the CHs/CCs rented to the applicant body/organisation and impose additional conditions for its continued use in the light of prevailing circumstances.
- (i) In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in clause 5(s) below, demerit points will be given for the breach. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for “Minor Breaches”, 5 points for “Serious Breaches” to 10 points for “Very Serious Breaches”, having regard to the seriousness of the breach. Once an applicant body / organisation has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs and using CHs/CCs facilities in the Yuen Long District in the next two quarters or the use of the facilities in CHs/CCs may be revoked immediately where circumstances warrant even if it is a joint organiser/ co-organiser of an activity. Details of the Demerit Points System are at **Annex IV**. An example for calculating the points is at **Annex V**. The body/organisation concerned may submit a written representation for the District Officer’s consideration within two weeks from the issue date of the warning letter. The District Officer has the authority not to give any demerit points if he/she finds the representation justified.
- (j) If the applicant body/organisation requires the provision of air-conditioning, it should include such request in the application for use of the venue and pay the charges as required. For an applicant body/organisation being waived charges for using the venue, air-conditioning will be provided free of charge by the YLDO under specified conditions. According to the guidelines provided by the Electrical and Mechanical Services Department, the temperature of air-conditioning can only be set at 25.5°C in summer. In case of poor ventilation in the venue, adjustment could be made in the air-conditioning system for the supply of fresh air.
- (k) The Home Affairs Department has entered into licence agreements with Composers and Authors Society of Hong Kong Limited (‘CASH’), Phonographic Performance (South East Asia) Limited and Hong Kong Recording Industry Alliance Limited for the performance of copyright literary and musical works, playing and showing of sound recordings, music videos and karaoke videos controlled or administered by the three licensing bodies at CHs/CCs. The applicant body/organisation does not need to apply for an individual licence from these three copyright licensing bodies if the copyright works to be performed, played and/or shown by it at CHs/CCs are controlled or administered by these licensing bodies and its performance, playing and/or showing is not excluded by the relevant licence agreements. The exclusions in the relevant licence agreements are set out at **Annex IX**. The applicant body/organisation shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CHs/CCs used by the applicant body/organisation for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.
- (l) (i) Subject to Clause 5(k), the applicant body/organisation shall not use (whether by performing, showing or playing or otherwise) any copyright works (including but not limited to lyrics, music, drama, recorded music, music videos, karaoke videos and film) in CHs/CCs or any part thereof, unless the applicant body/organisation has obtained and

maintained at its own cost and expense all necessary approvals, permits or licences which may be required or necessary from the relevant copyright owners.

- (ii) The applicant body/organisation shall not, and shall ensure that its authorised users shall not, engage in any performance or do any act which infringes the intellectual property rights or any other rights of any person in the course of using the CHs/CCs.
- (m) For the purpose of Clause 5, “intellectual property rights” refer to patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising), and in each case whether registered or unregistered and including applications for the grant of any such rights.
- (n) If the applicant body/organisation performs, plays and/or shows copyright musical works, the applicant shall complete CASH’s “Programme Return Form” and return the duly completed Form to CASH within 30 days from the date of last performance. The Programme Return Form is available at the counter of each CH/CC under YLDO’s management.
- (o) The applicant body/organisation, and its members, partners, employees, contractors, agents or licensees (each a “Related Person” and together “Related Persons” of the applicant body/organisation), whether as invitees or otherwise, whilst using or present at the CHs/CCs, 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 body/organisation’s property or that of any of its 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 the applicant body/organisation 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 CHs/CCs by the applicant body/organisation or any of its Related Persons.
- (p) The applicant body/organisation 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 arises directly or indirectly in connection with, out of or in relation to the use of the CHs/CCs by the applicant body/organisation or any of its Related Persons, including any loss, damage, injury or death referred to in Clause 5(o) above (save and except such injury or death caused by the negligence of the Government or any of its employees or agents), and any infringement of intellectual property rights or any other rights of any person.
- (q) The applicant body/organisation shall indemnify 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 body/organisation or any of its Related Persons.
- (r) For the purpose of Clauses 5(o), 5(p) and 5(q), “negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

- (s) The applicant body/organisation shall further observe and comply with any additional rules, advice, regulations and special conditions as may be prescribed by the YLDO or YLDC/ Cultural and Recreational Affairs and District Facilities Management Committee ('CRDC') from time to time in relation to the use of CHs/CCs as the circumstances may require and ensure that its employees, agents, co-organisers, contractors and all other persons admitted to the CHs/CCs shall also do so.

If the applicant body/organisation fails to comply with any of the requirements or conditions set out in this document or any additional rules, advice, regulations and special conditions as may be prescribed by the YLDO or YLDC/CRDC from time to time, the YLDO is entitled to cancel the confirmed booking, terminate the use of the CHs/CCs with immediate effect and forfeit any payment made by the applicant in relation to the use of the CHs/CCs. The applicant shall vacate the CHs/CCs immediately under such circumstances.

Without prejudice to the generality of the foregoing, Yuen Long District Offices has the authority to interpret and make exceptions to the regulations and conditions contain herein.

- (t) The expiry of the approved period of use of the CHs/CCs shall be without prejudice to any of the regulations or conditions contained herein that are capable of being observed or performed notwithstanding such expiry (including but not limited to Clauses 5(p) and 5(q)) which shall survive the same and shall continue to be binding on the applicant body/organisation and shall remain in full force and effect.

6. Opening hours and capacity of facilities

Community Hall/Centre	Facilities	Capacity	Opening Hours
Long Ping Community Hall	Hall	350	<p><i>Monday to Saturday:</i> 7 am to 10 pm⁺</p> <p><i>Sunday & Public Holidays:</i> Irregular opening hours</p> <p>According to the "Scheme on Extension of Opening Hours of Community Halls/Centres in Yuen Long District", the service hours of some CHs/CCs may be extended to 11pm by request. Please refer to the application form for details.</p> <p>⁺ may be extended to 11 pm upon request</p>
	Conference Room	30	
Tin Ching Community Hall	Hall	450	
	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	
Tin Fai Road Community Hall	Hall	450	
	Conference Room	30	
	Stage Meeting Room	20	
Yuen Long Town East Community Hall	Hall	450	
	Conference Room	30	

7. Facilities available for loan

Facilities/Equipment are available for loan in the CHs/CCs in the Yuen Long District. For those intend to hire these facilities, please submit such applications along with the application for use of the venue. A list of facilities available for loan in each CH/CC in Yuen Long District is at **Annex VII**. Applicant bodies/organisations are welcome to make use of the notice board to post publicity materials. Please refer to the guidelines on posting publicity materials and application procedure in CHs/CCs at **Annex VIII**.

8. 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, the YLDO will display information monthly on the hiring situation and weekly on the

body/organisation hiring the facilities, name of the scheduled activity, contact person and enquiry telephone number, in the CHs/CCs.

9. Enquiries

Tel: 2470 1124 Fax: 2474 7261

Ref.: YL 121/5/03

Yuen Long District Office

January 2023

Annex I**Home Affairs Department Yuen Long District Office****Rates of Charges for the Use of Community Halls/Community Centres**

(Effective from January 2023)

Facility	Rate	Remarks	
Hall	\$90 per hour	<ul style="list-style-type: none">Applicant body/organisation shall provide public address system and its own technician to operate the lighting control panel, 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.	
	Additional charges for optional items:		
	<u>Air-conditioning</u>		<u>Rate per hour</u>
	Long Ping Community Hall		\$116
	Tin Ching Community Hall		\$140
	Tin Yiu Community Centre		\$140
	Tin Shui Community Centre		\$89
	Tin Fai Road Community Hall		\$160
Yuen Long Town East Community Hall	\$140		
	Lighting control equipment	\$18	
Dressing Room	\$6.5 per hour for male & female dressing rooms; plus \$7 per hour for the use of air-conditioners in the male & female dressing rooms	<ul style="list-style-type: none">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	\$44 per hour; plus \$10 per hour for the use of air-conditioners	<ul style="list-style-type: none">Tables, chairs and white board are provided.	
Activity/Meeting Room Meeting Room Stage Meeting Room	\$48 per hour; plus \$11 per hour for the use of air-conditioners	<ul style="list-style-type: none">Tables, chairs and white board are provided.	

Annex II

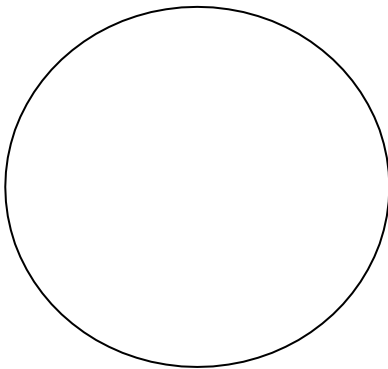
Yuen Long District Office

**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 / Tin Fai Road Community Hall/ Yuen Long Town East Community Hall**

1. The said facilities may be made available to government departments free of charge.
2. Bodies/organisations 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, subsidised schools, and non-profit making schools;
 - iii) offices of New Territories North West / New Territories North Legislative Councillors or Yuen Long District Councillors ;
 - iv) Charitable institutions or trusts of a public character exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112);
 - v) Non-profit-making bodies / organisations registered under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 622) with the specification on relevant charters that members of the body / organisation will not share its profit upon its dismissal;
 - vi) Local committees / organisations recognised by the Government, such as District Fight Crime Committees, Owners' Corporations, Rural Committees, Kaifong Welfare Associations etc.;
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. The YLDO has the final decision on the waiving of charges.

Agreement on the Use of Audio-Visual Equipment / Stage Spotlights

I, Mr / Miss / Mrs* _____, the person-in-charge of _____
 _____ (Name of the applicant organisation), have hired the multi-purpose
 hall of _____ Community Hall / Centre* from _____ a.m./p.m.* to
 _____ a.m./p.m.* on _____ (Date of Activity) for organising _____
 _____ (Name of Activity). During the period specified above,
 there is a need to use stage spotlights. I hereby agree that we will arrange persons to operate the control
 panel of the stage spotlights. We will be responsible for any accident occurred during operation. I agree to
 compensate for any loss incurred if damage to the lighting system is caused due to man-made mistakes.



Official Chop of applicant
 body/organisation

Name of applicant : _____

Signature of Applicant : _____

Post of Applicant : _____

Date : _____

* Please delete as appropriate

Note: Information provided in this form will strictly be used for verification and record keeping purposes.

Demerit Points System

1	Number of participants below the minimum requirement.	Minor Breaches	3
2	Late for 15 minutes or more.		
3	Minor misconduct or breaches, such as causing nuisance, sprinkling of powder on the floor, failed to clean and restore the venue, hanging banner, putting up poster or slogans, eating at the venue without prior approval of the YLDO.		
4	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity.		
5	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organiser(s)/co-organiser(s) 7 working days or more before the date of the activity.		
6	Failed to produce the approval letter for use of facilities in Community Halls/ Community Centres ('CHs/CCs').		
7	Failed to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective CHs/CCs.	Serious Breaches	5
9	Failed to provide post-activity statement of account within one month of completion of a fee-charging activity which has been exempted from charges, or failed to provide the receipts/ supporting documents upon request.		
10	Failed to turn up.		
11	Altered the nature of activity or addition/change of eligible joint organiser(s)/co-organiser(s) without prior approval of the YLDO.		
12	Permanent damage of the facilities, such as PA system and hardware that necessitate replacement. The organisation is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
13	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
14	Transfer of the allocated timeslot to another organisation.		
15	Holding of fee-charging activities against the original claim of non-fee charging		
16	Conducting auction, fund-raising, sales activity without prior approval of the YLDO.		
17	Addition of ineligible joint organiser(s)/co-organiser(s).		

Sample on calculating the demerit points

Assuming the applicant group/organisation is permitted to use the facilities of the CHs/CCs, the applications are dealt with quarterly and the successful applicant is selected by drawing lots. For the 4th quarter application for use of facilities of CHs/CCs in 2016, applicants should submit their applications by the end of the 2nd quarter and the drawing lots is conducted at the beginning of the 3rd quarter of 2016. Successful applicant will be informed in writing.

Example A

Demerit points	3	5	3
Date of breach	1 st June 2015	10 th January 2016	5 th June 2016
Accumulated points	3	8	8
As at 5 th June 2016, there are only 8 demerit points accumulated within 12 months as the 3 demerit points dated 1 st June 2015 has expired			

Example B

Demerit points	3	5	3
Date of breach	1 st June 2015	10 th January 2016	28 th May 2016
Accumulated points	3	8	11
As at 28 th May 2016, there are 11 demerit points accumulated within 12 months and hence the applicant is banned from applying for the use of facilities of CHs/CCs in the 4 th quarter of 2016 and 1 st quarter of 2017 and all demerit points are cancelled. Assuming the applicant is permitted to use the facilities during the 2 nd quarter and the 3 rd quarter of 2016, unless otherwise specified, the applicant does have the right to use the facilities until the end of 3 rd quarter of 2016. Demerits points will be re-accumulated from 28 th May 2016 if breaches of regulation and conditions are found.			

Example C

Demerit points	3	5	3	10
Date of breach	1 st June 2015	10 th January 2016	28 th May 2016	30 th June 2016
Accumulated points	3	8	11	10
Developed from example B, 10 demerit points are given on 30 th June 2016 that lead to another ban from booking all CHs/CCs in the district in the next two quarters. In this regard, the banning period is 12 month.				

Assuming the applicant committed 2 breaches in a function, the higher demerit points will be counted first. Details are as follows:

Example D

Demerit points	3	3	3 5	5 3
Date of breach	1 st June 2015	10 th January 2016	28 th May 2016	3 rd April 2017
Accumulated points	3	6	11+3 (3 demerit point is counted later)	11

8 Demerit points are given for 2 breaches found at the function on 28th May 2016. As the higher demerit point will be counted first and the accumulated point reaches 11 as at 28th May 2016, the group/organisation will receive a ban for 2 quarters (4th quarter 2016 and 1st quarter 2017) and the accumulated point returns to zero. The remaining 3 points are to be counted in the next period. Another 8 demerit points are given for 2 breaches found at the function on 3rd April 2017. In this regard, another ban will be given as the demerit point reaches 11.

To: Yuen Long District Office

Exemption of Charges for Use of Facilities in Community Halls / Community Centres**Statement of Account****Section A : Basic Information**

Name of Community Hall/ Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Organisation: _____

Date of Activity: _____ Period of Activity: _____

Number of Participant: _____

Section B : Balance (up to _____)

(I)	Total Income (Details at Section C)	\$
(II)	Total Expenditure (Details at Section D)	\$
(III)	Balance [(II)-(I)]	\$

Section C : Details of Income

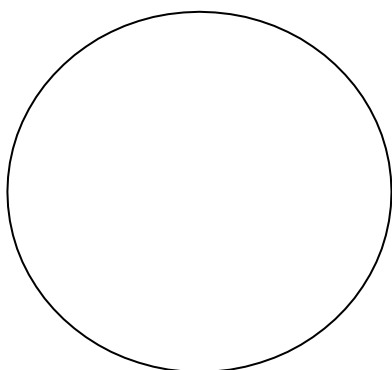
Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
e.g.1: Participants' fee			
e.g.2: Sponsorship by Company X			
1.			
2.			
3.			
4.			
5.			
Total:			

Section D : Details of Expenditure

Items	Expenditure
1.	
2.	
3.	
4.	
5.	
Total:	

Section E : Declaration by Authorised Person of Applicant Body/Organisation

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant body/organisation and joint organiser/co-organiser(s)(if any)
 - ☐ have not made any profit from the activity.
 - ☐ have made profit from the activity and agree to pay the hiring charges to the Government.



Official Chop of
Name of body/organisation

Signature : _____

Name of Applicant body/organisation : _____

Post : _____

Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community halls/community centres.
2. If a fee-charging activity has been exempted from charges, the applicant body/organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body/organisation need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body/organisation must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Yuen Long District Office, Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long.

Facilities available for loan in Community Centres / Community Halls in Yuen Long District

(As at November 2017)

Furniture / Equipment	Long Ping Community Hall		Tin Shui Community Centre		Tin Yiu Community Centre	
	Hall	Conference Room	Hall	Conference Room	Hall	Conference Room
Table	14 pcs	4 pcs	23 pcs	6 pcs	21 pcs	8 pcs
Stackable chair	341 pcs	20 pcs	378 pcs	30 pcs	484 pcs	50 pcs
Exhibition board	10 pcs		10 pcs		13 pcs	
Motorized Stage Flying Bar	1	/	1	/	1	/
Badminton poles and nets	1 set	/	1 set	/	2 sets	/
Table Tennis Table and nets	4 sets	/	2 set	/	3 sets	/
White board	/	1 pc	/	1 pc	1 pc	1 pc
Sound system	1 set	1 set	1 set	1 set	1 set	1 set
Wired microphone	3 pcs	1 pc	3 pcs	1 pc	5 pcs	1 pc
Wireless microphone	2 pcs	2 pcs	2 pcs	2 pcs	2 pcs	2 pcs
Mic stand (table)	1 pc	/	2 pcs	/	/	1 pc
Mic stand (floor)	3 pcs	1 pc	3 pcs	/	4 pcs	2 pcs
Projector and Screen	1 set	1 set	1 set	1 set	1 set	1 set
LCD Display Monitor	/	1 pc	/	1 pc	/	1 pc
Score stand	3 pcs		8 pcs	/	23 pcs	2 pcs
Mattress	6 pcs	/	19 pcs	/	30 pcs	/
Piano	1	/	1	/	1	/

Furniture / Equipment	Tin Ching Community Hall			Tin Fai Road Community Hall			Yuen Long Town East Community Hall	
	Hall	Activity Meeting Room	Meeting Room	Hall	Conference Room	Stage Meeting Room	Hall	Conference Room
Table	19 pcs	6 pcs	3 pcs	13 pcs	3 pcs	3 pcs	38 pcs	2 pcs
Stackable chair	396 pcs	40 pcs	15 pcs	404 pcs	30 pcs	20 pcs	432 pcs	30 pcs
Exhibition board	8 pcs			18 pcs			20 pcs	
Motorized Stage Flying Bar	1	/	/	1	/	/	2	/
Badminton poles and nets	2 sets	/	/	2 sets	/	/	2 sets	/
Table Tennis Table and nets	4 sets	/	/	4 sets	/	/	4 sets	/
White board	/	1 pc	1 pc	1 pc	1 pc	1 pc	1 pc	1 pc
Sound system	1 set	1 set	1 set	1 set	1 set	/	1 set	1 set
Wired microphone	3 pcs	1 pc	1 pc	3 pcs	2 pcs	/	6 pcs	4 pcs
Wireless microphone	2 pcs	2 pcs	2 pcs	2 pcs	2 pcs	/	2 pcs	4 pcs
Headset Microphone	/			3 pcs	/	/	/	/
Clip Microphone	/			3 pcs	/	/	2 pcs	/
Mic stand (table)	2 pcs	/		/			4 pcs	1 pcs
Mic stand (floor)	7 pcs	/		3 pc	1 pc	/	11 pcs	4 pcs
Projector and Screen	1 set	1 set	/	1 set	1 set	1 set	1 set	1 set
LCD Display Monitor	/	1	1	/	1	/	/	1

Annex VIII

**Guidelines on Posting Publicity Materials and the Application Procedure in Long Ping
Community Hall/ Tin Ching Community Hall/
Tin Yiu Community Centre/ Tin Shui Community Centre /
Tin Fai Road Community Hall/ Yuen Long Town East Community Hall**

(updated in January 2023)

1. Eligibility

Successful applicant body/organisation for holding irregular and non-successive activities in community halls/community centres ('CHs/CCs') under the management of Yuen Long District Office ('YLDO') are eligible to post publicity materials on designated notice board.

2. Submission of Application for Posting Publicity Materials

Before the date of function

- i. Related publicity materials shall be submitted along with the application for use of the venue for YLDO's consideration. If approval is granted for the use of the venue, the concerned materials may be posted at most 7 days before the activity commences at the designated CHs/CCs; or
- ii. Upon approval is granted for the use of the venue, the publicity materials should be submitted to the YLDO at least 10 days before the commencement of the activity. The materials, after YLDO's consideration, may be posted at most 7 days before the activity commences at the designated CHs/CCs.

Please submit publicity materials to Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long.

On the date of function

Applicant may give the publicity materials to the staff in CHs/CCs. The staff will decide according to the guidelines if publicity materials should be posted.

2. Regulation on Publicity Materials

The publicity materials must comply with the following regulations:

1. Surface area should not exceed 59.4 cm x 42 cm (A2 size);
2. **The name and description of function, name of applicant organisation and joint organiser/co-organiser must be in accordance with the information provided in the application form for permission to use the venue;**
3. Only one posting is allowed for one function;
4. No extraneous information is allowed;
5. No pending, misleading, inaccurate information is allowed;
6. No content or design with violence, depravity and repulsiveness is allowed;
7. No strong political or religious inclination is allowed;
8. No commercial elements are allowed;
9. No publicity materials sponsored by cigarette or wine companies are allowed; and
10. The YLDO has the final decision on posting of publicity materials.

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