Guidelines and Conditions on the Use of Facilities Available in Community Halls/Community Centres in Tuen Mun (November 2026)

1. Eligibility Criteria for the Use of the Facilities

The eligibility criteria for the use of facilities available in a CH/CC are as follows:

(a) The proposed activity must be in the public interest and it must neither contravene any of the laws of Hong Kong in force nor have any commercial purpose.

(b) Applicant organisations must be registered non-commercial organisations or organisations recognised by the Government, including:

i. subvented welfare agencies;
ii. subvented educational institutions, subvented schools and non-profit making schools;
iii. offices of Legislative Council Members and District Council Members;
iv. charitable institutions or trust of a public character which are exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112);
v. organisations registered under the Societies Ordinance (Cap. 151), or incorporated under the Companies Ordinance (Cap. 32);
vi. local committees/organisations recognised by the Government, such as District Youth Community Building Committees, Area Committees, District Fight Crime Committees, District Fire Safety Committee, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc;
vii. Government departments and public bodies.

(c) For an applicant organisation who is not any of the bodies or organisations as referred to in clause 1(b) above, activities proposed will be examined on its merits by Tuen Mun District Office (TMDO).

(d) TMDO is vested with the final decision on any application.

2. Procedure for Application

2.1 General procedure for application

(a) Applicant organisation has to make an application at least 3 working days before the date of the proposed activity by submitting a duly completed application form to TMDO, setting out the joint organiser(s)/co-organiser(s), if any, and specifying the purpose(s) and the programme(s) of the activity. The one who makes an application for hiring the facilities in the CHs/CCs has to be the person in charge of the applicant organisation, such as the Chairman, the President, the Executive Director, the Principal and the like.

(b) Application forms are available at TMDO or can be downloaded from the homepage of the Home Affairs Department (www.had.gov.hk). The completed application form may be sent to the TMDO in person, by fax, by post or by email (address: 2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun/fax: 2430 1957/email: chcc_tm@had.gov.hk).

(c) The applicant organisation will be notified in writing if its application is approved. Any addition or change of the joint organiser(s)/co-organiser(s) as set out in the application form is not permitted without the approval of TMDO.

(d) For cancellation of its scheduled activity, the applicant organisation has to notify TMDO in writing at least 7 working days before the date on which the activity is to be held.

(e) For alternation of the nature of activity, the applicant organisation has to submit an application in writing to TMDO at least 7 working days before the date on which the activity is to be held.

2.2 Procedure for payment of charges

(f) On approval of an application, TMDO will send a Demand Note for the settlement of the charges to the applicant organisation unless payment is waived. The charges of facilities and venues are listed at Appendix 12. A full-hour rate will be charged for an incomplete hour booking.

(g) The applicant organisation should settle the Demand Note as soon as possible with any of the payment methods stated therein. The applicant organisation should keep the Demand Note imprinted with the sum received properly and present it to the staff on duty at the CH/CC under application before the scheduled activity commences as a permit for use of the facilities in the CH/CC. No cash should be handed to any staff of the CH/CC.

(h) The applicant 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) For cancellation of its scheduled activity, the applicant organisation has to notify TMDO in writing at least 7 working days before the date on which the activity is to be held. Necessary action will be taken to refund any payment already made on production of the receipted Demand Note.

(j) If the applicant organisation fails to turn up to use the facilities without the notification required by clause 2(i) above, any amount paid will be forfeited.

(k) In case a CH/CC is used for emergency relief or urgent repair works under special circumstances, for example, to accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, TMDO has the right to rescind any approved application and will notify the applicant organisation of such rescission as soon as possible. Any payment made will be refunded to the affected applicant organisation on production of the Demand Note imprinted with the sum received.

2.3 Exemption of charges

(l) The applicant organisation may apply for waiver of hire charges at the same time if it and its joint-organiser(s)/co-organiser(s), if any, can satisfy the conditions set out below:

i. The facilities may be made available to Government departments free of charge.

ii. Organisations belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities:

- subvented welfare agencies;
- subvented educational institutions, subvented schools and non-profit making schools; offices of Legislative Council Members and District Council Members;
- charitable institutions or trust of a public character which are exempted from tax under
- Section 88 of the Inland Revenue Ordinance (Cap.112);
  non-profit making organisations which are:
- — registered under the Societies Ordinance (Cap. 151); or
  — incorporated under the Companies Ordinance (Cap. 32);
  and their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution;
  local committees/organisations recognised by the Government, such as District Youth Community Building Committees, Area Committees, District Fight Crime Committees, District Fire Safety Committee, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.

iii. Candidates standing for election to the Legislative Council, the Election Committee Subsectors and the District Councils may be granted total exemption if they apply to use the facilities for electoral meetings and activites during the period between close of nomination(s) and election day.

iv. TMDO has the final decision on the waiving of charges.

(m) If an applicant organisation makes an application to hold a fee-charging activity at a CH/CC, it has to specify in the application form whether it is applying for waiver of hire charges for using the venue. After the balloting exercise is completed, successful applicant organisations who have not submitted Estimates of Income and Expenditure for Fee-charging Activity will receive a letter of notification of balloting result of booking of venue. The applicant organisation has to submit the Estimates of Income and Expenditure for Fee-charging Activity within 7 days from the date of issue of the letter. Failure to do so will render the application invalid.

(n) If a fee-charging activity has been exempted from charges, the applicant organisation must submit a self-certified statement of account at Appendix 8 within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant organisation 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 organisation need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as TMDO will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant 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 activity is selected by TMDO for random check. If the applicant organisation fails to provide the receipts/supporting documents to TMDO for inspection upon request, it will be required to pay back the exempted charges.

3. Booking Application

(a) Completed booking application forms can be submitted to TMDO during the first 5 working days of the two months prior to the beginning of each quarter at the earliest.

Booking application	Date of submission
First quarter (January – March)	The first 5 working days of November of the year before
Second quarter (April – June)	The first 5 working days of February of the current year
Third quarter (July – September)	The first 5 working days of May of the current year
Fourth quarter(October – December)	The first 5 working days of August of the current year

(b) To provide more organisations with the chance to use public resources, each organisation may submit no more than 20 applications for each CH/CC (including bookings for halls, conference rooms and other facilities) and to a maximum of 100 applications in total for all CHs/CCs in Tuen Mun (each application is counted on a time-slot-available-for-booking basis[Note]) in every quarter. Should the limit be exceeded, TMDO would randomly pick out the above-stated maximum numbers of applications for the lot drawing exercise.

(c) Organisations having the same registered address are counted as a single organisation, of which the maximum numbers of applications that may be submitted would be bound by the clause 3(b) above.

(d) If more than one application for use of venue within the same time slot is received, TMDO will resort to lot drawing. Priority will be given to the applications from the organisations in accordance with the following order:

i. Tuen Mun District Office and its committees;

[Note] For long-spanning activities under block booking, "time-slot-available-for-booking" refers to time slots tabulated in the clause 4(b); for one-off activities, application for booking of consecutive time slots within the same day will be regarded as 1 application.

ii. local organisations in Tuen Mun (in accordance with their registered addresses) having registered for 1 year or above on the deadline of submission of applications, offices of Tuen Mun District Council Members, Care Teams;

iii. other local organisations in Tuen Mun;

iv. organisations outside Tuen Mun District.

(e) After lots are drawn, unallocated time slots for facilities will be displayed on the notice boards of respective CH/CC and updated from time to time. Enquiry may also be made to TMDO for the information concerned. The unallocated time slots after lot drawing will be allocated as follows:

i. For time slots made available due to cancellation by successful applicant organisations, TMDO will update the unallocated time slots after the receipt of "Notification for Cancellation", and the time slots concerned will be allotted to other successful applicant organisations after 3 working days. Drawing lots will be arranged if TMDO receives more than one application during the period. The order of priority stated in clause 3(d) above is not applicable to these case.

ii. As for other unallocated time slots without application received during the application submission period, TMDO will normally process applications on a first-come-first-served basis.

However, TMDO has the discretion to consider applications on their own merits and is vested with the right of final decision. Under special circumstances, TMDO may also request block bookers to spare certain time slot(s) approved under their booking for other individual applicant organisations to hold one-off activity.

(f) If an applicant organisation withdraws more than 5 successful applications within one quarter, the maximum number of applications it may submit in the coming quarter will be reduced to 50% of applications submitted in the current quarter and not more than 50 applications in total. As for long-spanning activities under block booking, cancellation of more than 50% of the sessions over the activity period will be considered as a withdrawal of the entire application.

4. Time Slots and Facilities Available for Booking

(a) The time slots available for booking of the facilities in the CHs/CCs are as follows:

	Time slots open for hiring	**Extra time slots[Note]**
Monday to Saturday (except public holidays)	9:00 am to 1:00 pm 2:00 pm to 10:00 pm	8:00 am to 9:00 am 10:00 pm to 11:00 pm

Sunday	9:00 am to 1:00 pm 2:00 pm to 5:00 pm	5:00 pm to 7:00 pm
Public holidays (Not applicable to the first three days of the Lunar New Year)		5:00 pm to 10:00 pm

Note:

1. For one-off activities held from Monday to Saturday (except public holidays), applicant organisations may apply for a one-hour extension to 11:00 pm the latest but it has to be specified in the application form beforehand.

2. Applicant organisations who wish to organise one-off activities sponsored by TMDO Community Involvement Fund on public holidays (except the first three days of the Lunar New Year) may apply for extra time slots until 10:00 pm. Application shall be submitted to TMDO at least two months before the commencement date of the activity for deployment of duty staff.

(b) The time slots available for booking of the facilities in the CHs/CCs are as follows:

Time slots	**No. of hours**	**Time slots**	**No. of hours**
9:00 am – 10:00 am	1	4:30 pm – 6:00 pm	1.5
10:00 am – 11:30 am	1.5	6:00 pm – 7:00 pm	1
11:30 am – 1:00 pm	1.5	7:00 pm – 8:30 pm	1.5
2:00 pm – 3:00 pm	1	8:30 pm – 10:00 pm	1.5
3:00 pm – 4:30 pm	1.5		

The multi-purpose hall and conference room of Lung Yat Community Hall can be divided into three and two portions respectively by folding partitions so as to allow more organisations to use the facilities at the same time. The designated days in a week for booking the partitioned areas are set out in Appendix 4.

(c) Applicant organisations may make an application for any one-off activity or activity spanning over three months at the maximum. Long-spanning activities under block booking are allowed to be held in time slots throughout the day from Monday to Friday and on Saturday morning. A selected weekday evening (6:00 pm to 10:00 pm) each week, public holidays (except the first three days of the Lunar New Year), Saturday afternoon and evening and Sunday are reserved for one-off activities only. Please refer to Appendix 1 for the selected weekday evening for each CH/CC.

(d) The evening session for using the multi-purpose hall of the CHs/CCs is divided into 2 time slots, i.e. 7:00 pm to 8:30 pm and 8:30 pm to 10:00 pm. Under normal circumstances, an applicant organisation hiring the multi-purpose hall for long spanning activities can only apply for one of the time slots. One-off activities are not subject to this restriction.

(e) Certain time slots are reserved for priority booking by Yan Oi Tong Youth Space and "Strive for

Success" Alumni Association or organisations which have obtained/applied for TMDO Community Involvement Fund for activities. Please refer to Appendix 2 (Reservation of Activity Room and Conference Room of Tseng Choi Street Community Hall for Priority Use by Partner Organisations of the Signature Projects of Tuen Mun District) and Appendix 3 (Priority Hire Booking of Community Halls or Community Centres to organise Activities sponsored by TMDO Community Involvement Fund for details.

(f) The conference rooms at On Ting/Yau Oi Community Centre, Butterfly Bay Community Centre, Leung King Estate Community Centre, Kin Sang Community Hall and Tseng Choi Street Community Hall will be reserved between 8:30 pm and 10:00 pm on one designated day (except public holidays) each week for booking on a first come, first served basis by any of the Offices of TMDC Members for dealing with matters of emergency or important issues of public livelihood in the community. The respective reserved days and time slot are as follows:

CHs/CCs	**Reserved day (except public holidays)**	**Reserved time slot for the conference room**
On Ting/Yau Oi CC	Thursday	8:30 pm – 10:00 pm
Butterfly Bay CC	Saturday	
Leung King Estate CC	Friday	
Kin Sang CH	Friday	
Tseng Choi Street CH	Wednesday	

(g) The multi-purpose halls of CHs/CCs will be reserved for a selected time slot each month to organise owners meetings by Owners' Corporations and Owners Committees. Meetings must be attended by 10 people or more. Drawing lots will be arranged if more than one application for the use of the same CH/CC in the same time slot is received. If no application is received a month in advance of the time slot from Owners' Corporations or Committees, the unallocated time slot will be made available for applications by other organisations. The respective reserved days and time slot are as follows:

CHs/CCs	**Reserved day (except public holidays)**	**Reserved time slot for the multi-purpose hall**
On Ting/Yau Oi CC Butterfly Bay CC Leung King Estate CC Kin Sang CH Shan King CH Tai Hing CH Tseng Choi Street CH Wu Shan Road CH Lung Yat CH Tuen Mun Town Centre CH Siu Lun CH	Every first Sunday of a month	2:00 pm – 7:00 pm

(h) All multi-purpose halls, conference rooms and dressing rooms in every CH/CC are available for hiring. Please refer to Appendix 1 for the addresses of the CHs/CCs. Enquiries about the facilities and the rate of charges for each CH/CC can be made with the staff of that CH/CC.

(i) The applicant organisation should take note of the maximum and minimum numbers of participants of the hall and conference room/ activity room /covered playground in CHs/CCs as follows:

CH/CC	Multi-purpose hall		Conference room / Activity room/ Covered playground	
	Maximum number of participants	Minimum number of participants	Maximum number of participants	Minimum number of participants
On Ting/ Yau Oi CC	300	10	Conference Room: 20 Covered Playground: 70	5
Butterfly Bay CC	300	10	30	5
Leung King Estate CC	250	10	35	5
Kin Sang CH	150	10	15	5
Shan King CH	160	10	15	5
Tai Hing CH	250	10	15	5
Tuen Mun Town Centre CH	150	10	25	5
Tseng Choi Street CH	450	10	30	5
Wu Shan Road CH	450	10	20	5
Lung Yat CH	450	10	30	5
Siu Lun CH	450	10	30	5

(j) Items in CHs/CCs in Tuen Mun District available for loan are at Appendix 5.

(k) When typhoon signal No.3 is hoisted or a red rainstorm warning is issued by the Hong Kong Observatory, the facilities of CHs/CCs will remain open as usual. The organisation wishing to cancel the reservation due to inclement weather conditions shall call TMDO during office hours of that day to make a cancellation (or call the CH/CC concerned beyond office hours) and submit the "Notification for Cancellation" within seven working days. In such case, TMDO will not regard this as an absence.

(l) If the No. 8 or higher Tropical Cyclone Warning Signal is issued by the Hong Kong Observatory during normal operating hours, the CH/CC facilities will be closed. Users should terminate all activities immediately and leave the CH/CC. If the Signal is issued before the normal operating

hour, CHs/CCs will be closed and remain closed if the Signal is lowered less than two hours before the normal closing hour. CHs/CCs will be opened as usual within two hours after the Signal is lowered.

(m) If the Black Rainstorm Warning is issued by the Hong Kong Observatory during normal operating hours, CHs/CCs will remain opened. If the Warning is issued before the normal operating hour, CHs/CCs will be closed and remain closed if the Warning is cancelled less than two hours before the normal closing hour. CHs/CCs will be opened as usual within two hours after the Warning is cancelled.

(n) TMDO shall not be liable to compensation for any loss suffered by the applicant organisations as a result of closure of the CHs/CCs under circumstances stipulated in clauses 4(l) and 4(m).

(o) In response to the Government's austerity programme, TMDO has invited a number of local voluntary bodies to assist in the daily operation of the CHs/CCs. Their staff assigned to station at the CHs/CCs is only charged with the opening and closing of the CH/CC concerned as well as other simple management routine. Enquiries about the booking application or the use of the facilities in the CHs/CCs can be made to TMDO.

5. Regulations and Conditions to be Followed by Applicants

(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 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 CH/CC hired by the applicant.

(ii) The applicant shall further declare and ensure that all acts and activities engaged in the part(s) of the CH/CC hired by the applicant 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) The one who makes an application for hiring the facilities in the CHs/CCs has to be the person in charge of the applicant organisation, such as the Chairman, the President, the Executive Director, the Principal and the like. After the approval has been given to his/her application, he/she may go to the CH/CC concerned in person at the scheduled time with the Demand Note for payment of hire charges imprinted with the sum received or the original copy of the letter of approval for waiver of charges and present either of them to the staff on duty at the CH/CC to complete the procedure of using the facilities. He/she has to declare the number of participants in the activity to be held. It may also be done by his/her authorised person, who has to be a member of the

applicant organisation, bringing with him/her either the Demand Note or the original copy of the letter of approval as specified above and the authorisation letter (please refer to Appendix 6) for such.

(c) Should the person in charge of the applicant organisation or his/her authorised person not complete the procedure of using the facilities in accordance with clause 5(b), it will be considered as a case of absence. Any amount paid will be forfeited.

(d) The person in charge of the applicant organisation or his/her authorised person should fill and sign in the Declaration for Using Facilities in Community Halls/Community Centres in Tuen Mun (Form A) as in Appendix 7 before the scheduled activity commences to declare that the information filled therein is correct. It should be handed in to the staff on duty at the CH/CC for checking and signing for verification. After that it should be displayed near the entrance of the venue during the time when the activity is taking place and handed in to the staff on duty at the CH/CC again upon the completion of the activity.

(e) The person in charge of the applicant organisation or his/her authorised person should fill and sign in the Declaration for Using Facilities in Community Halls/Community Centres in Tuen Mun (Form B) as at Appendix 7 immediately after using the venue to declare the actual situation, including the actual number of participants in the activity and whether the activity is fee-charging and hand it in to the staff on duty at the CH/CC.

(f) Without the consent of TMDO, no fund raising, collection of money or goods and materials is allowed in the CH/CC. Unauthorised transfer of venue is also prohibited.

(g) If the applicant organisation requires the provision of air-conditioning, application for such should be submitted along with the application for booking the venue and the required payment has to be made. For an applicant organisation which is an organisation being waived charges for using the venue, air-conditioning will be provided free of charge by TMDO 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 should be made in the air-conditioning system for the supply of fresh air.

(h) To ensure fire safety, the following regulations and conditions should be followed by the applicant organisation:

i. <u>For both indoor and outdoor activities</u>
- 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 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. <u>For outdoor activities</u>

- 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 6 metres from other buildings.
- Only electric lighting should be used for illumination purpose.
- Mill barriers should be set up to bar off audience / attendees from the performing area, the public address system and the lighting control booth.
- One 9-litre water / CO_2 fire extinguisher should be provided at the following locations:
  - at the command post; and
  - at the main entrance.

(i) The applicant organisation has to conduct an activity in accordance with the programme previously submitted by the applicant organisation and do the utmost to avoid making too much noise so as not to disturb other users in the CH/CC.

(j) The applicant organisation shall not post or hang posters, slogans, banners or portraits; conduct auction, fund-raising or sales activity; nor allow eating or animals except guide dogs entering the CH/CC when using the multi-purpose hall, conference room or other facilities of the CH/CC unless prior approval from TMDO has been obtained. The applicant organisation shall maintain good order and discipline during the activity. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder on the floor are prohibited.

(k) The applicant organisation shall assume responsibilities for physical arrangement such as seating, and shall not put any nail or any other material that is difficult to remove such as lacquer, paints, or other similar material on the walls, furniture and other equipment. The applicant organisation shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.

(l) The applicant organisation shall restore the facilities to their original conditions and clean up the place after use.

(m) The applicant organisation may provide its own sound equipment. If audio-visual or stage lighting equipment within the CH/CC is required for the staging of drama or any other kind of performances, application for use should be indicated in the application form. Moreover, the applicant organisation is required to submit *Agreement on the Use of Audio-Visual Equipment/Stage Spotlights* (Appendix 9) for our approval. Upon approval, the applicant organisation should make available an experienced technician or operator to operate the control panel and notify the staff on duty at the CH/CC. The applicant organisation shall assume full responsibility for any damage caused.

(n) The applicant organisation shall specify in the application form if the stage lighting/audio-visual equipment will only be used for lighting/broadcasting purpose during the activity. Upon approval of the application, staff of the CH/CC will switch on the system accordingly and turn it off after the activity.

(o) Staff members of TMDO shall have the right to enter, at any time, any part of the CH/CC used by the applicant organisation and impose additional conditions for its continued use in the light of prevailing circumstances.

(p) In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in clause 5(y) 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 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 CH/CC facilities as joint organiser/co-organiser in the district in the next two quarters or the use of the facilities in CH/CC may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at Appendix 10.

(q) 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 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 Appendix 11. The applicant organisation shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CH/CC used by the applicant organisation for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.

(r) i. Subject to clause 5(q), the applicant 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 a CH/CC or any part thereof, unless the applicant 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 organisation shall not, and shall ensure that its authorized 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 CH/CC.

(s) 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.

(t) If the applicant organisation performs, plays and/or shows copyright musical works, the applicant organisation shall complete CASH's "Programme Return Form" and return the duly completed Form to CASH within 30 days from the date of last performance.

(u) The applicant organisation, and its members, partners, employees, contractors, agents and licensees (each a "Related Person" and together "Related Persons" of the applicant organisation) whether as invitees or otherwise, whilst using or present at the CH/CC are there entirely at their own risk. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:

i. any loss of or damage to any of the applicant organisation's property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or Negligence of the Government and any of its employees, agents or otherwise); or

ii. any injury to or death of the applicant 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 arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant organisation or any of its Related Persons.

(v) The applicant 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 arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant organisation or any of its Related Persons including any loss, damage, injury or death referred to in clause 5(u) above (save and except 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.

(w) The applicant organisation 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 organisation or any of its Related Persons.

(x) For the purposes of clauses 5(u), 5(v) and 5(w), "Negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

(y) The applicant shall further observe and comply with any additional rules, advice, regulations and special conditions as may be prescribed by Tuen Mun District Office from time to time in relation to the use of CH/CC as the circumstances may require and ensure that its employees, agents, co-organisers, contractors and all other persons admitted to the CH/CC shall also do so.

If the applicant 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 Tuen Mun District Office from time to time, the District Office is entitled to cancel the confirmed booking terminate the use of the CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC. The applicant shall vacate the CH/CC immediately under such circumstances.

Without prejudice to the generality of the foregoing, TMDO has the authority to interpret and make exceptions to the regulations and conditions contained herein.

(z) Expiry of the approved period of use of the CH/CC 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(v) and 5(w)) which shall survive the same and shall continue to be binding on the applicant organisation and shall remain in full force and effect.

Appendix 1

Community Halls/Community Centres in Tuen Mun

Community Hall (CH) or Community Centre (CC)	Selected Weekday Evening Reserved for One-off Activities	Address	Telephone No. Fax No.
1. On Ting/Yau Oi CC	Thursday	On Ting Estate, Tuen Mun	2940 1755 2460 7615
2. Butterfly Bay CC	Monday	Butterfly Estate, Tuen Mun	2464 4101 2460 7615
3. Leung King Estate CC	Friday	Leung King Estate, Tuen Mun	2465 1401 2462 8145
4. Kin Sang CH	Thursday	Kin Sang Estate, Tuen Mun	2465 1401 2462 8145
5. Shan King CH	Wednesday	Shan King Estate, Tuen Mun	2451 3167 2450 3014
6. Tai Hing CH	Tuesday	Tai Hing Estate, Tuen Mun	2940 1755 2460 7615
7. Tuen Mun Town Centre CH	Friday	L4 North Wing, Trend Plaza, Tuen Mun	2451 3427 2450 3014
8. Tseng Choi Street CH	Friday	27 Tseng Choi Street, Tuen Mun	2451 3433 2450 3014
9. Wu Shan Road CH	Tuesday	101 Wu Shan Road, Tuen Mun	2940 1755 2460 7615
10. Lung Yat CH	Thursday	106 Yip Wong Road, Tuen Mun	2451 3167 2460 7615
11. Siu Lun CH	Friday	19 Siu Lun Street, Tuen Mun	2451 3429 2450 3014

Appendix 2

Reservation of Activity Room and Conference Room of Tseng Choi Street Community Hall for Priority Use by Partner Organisations of the Signature Projects of Tuen Mun District

Tthe activity room and conference room of Tseng Choi Street Community Hall are reserved for priority use by the partner organisation of the Signature Projects of Tuen Mun District (i.e. Yan Oi Tong Youth Space) and "Strive for Success" Alumni Association in the following time slots to organise activities relating to promotion of youth development in Tuen Mun:

(A) Activity Room

Reserved time slots	**No. of hours reserved per week**
Every Monday 2:00 pm – 6:00 pm (Except public holidays)	4
Every Saturday 7:00 pm – 10:00 pm (Except public holidays)	3

(B) Conference Room

Reserved time slots	**No. of hours reserved per week**
Every Friday 2:00 pm – 6:00 pm (Except public holidays)	4
Every Saturday 7:00 pm – 10:00 pm (Except public holidays)	3

Yan Oi Tong Youth Space and "Strive for Success" Alumni Association have to submit their applications to TMDO for hiring the venues in the reserved time slots in accordance with 3(a) in this Guidelines. Should they fail to complete their application on schedule, the venues in their reserved time slots will be allotted to other application organisations in the open balloting exercise conducted in each quarter. They should also observe all stipulations in the Guidelines as all other applicant organisations do.

Appendix 3

Priority Hire Booking of Community Halls or Community Centres to Organise Activities Sponsored by TMDO Community Involvement Fund

Priority is given to applications for use of community halls or centres in Tuen Mun to organise one-off activity sponsored by TMDO Community Involvement Fund.

The scheme will be applicable to time slots after 2:00 pm on Saturdays, during Sundays and public holidays (except the first three days of the Lunar New Year).

Applicant organisations must clearly state on the Application for Use of Facilities Available in Community Hall/Community Centre (CH/CC) in Tuen Mun that if they wish to apply for priority processing of applications or not. Otherwise, TMDO will treat their application as usual. A copy of confirmation letter from TMDO in respect of the sponsorship should be submitted together with the above application should the proposed activity have obtained the TMDO's sponsorship. For applicant organisation that is still waiting for the TMDO's reply in respect of the application for sponsorship at the time of submitting the above application, he should submit to TMDO the confirmation letter at least 7 working days before the activity takes place for proof. Failure to submit the confirmation letter will cause the application to lapse. For applications accorded with priority, changes of the date of activity are not allowed.

TMDO will resort to balloting if more than one application is received for use of the same CH/CC within the same slot.

Appendix 4

Using the Partitioned Areas in the Multi-purpose Hall and Conference Room of Lung Yat Community Hall

1. The multi-purpose hall and conference room of Lung Yat Community Hall can be divided into three and two portions respectively by folding partitions so as to allow more organisations to use the facilities at the same time. The designated days in a week for booking the partitioned areas are as follows:-

	Designated days	**Time slots**
Hall	Every Tuesday (except public holidays)	From 9:00 am to 11:00 pm
Conference room	Every Wednesday (except public holidays)	

2. The floor area and minimum number of participants required of the multi-purpose hall and conference room are as follows:-

		Floor area (m^2)	**Minimum number of participants required**
Hall	**Entire hall**	**425**	**10**
	Area 1 *(with stage and sound system)*	264	7
	Area 2 *(without stage or sound system)*	79	5
	Area 2 *(without stage or sound system)*	82	5
Conference room	**Entire conference room**	**42**	**5**
	Area 1	21	3
	Area 2	21	3

3. Users should not make too much noise that may disturb users of other partitioned areas.

4. No sound system is provided in Area 2 and 3 of the multi-purpose hall. Users of the two areas need to bring alone their own sound system.

5. Arrangement in case of malfunctioning of the folding partitions:-

(a) If the entire facility is hired by one organisation and the partitioned areas cannot be reinstated due to malfunctioning of partitions, TMDO will notify the affected applicant organisation as soon as possible for it to decide whether to continue to use the facility

(b) If more than one partitioned areas are booked and the place cannot be divided due to malfunctioning of the partitions, the organisation using Area 1 (for both the multi-purpose and conference room) has priority to use the entire facility. Bookings of the remaining partitioned areas shall be cancelled. TMDO will notify the affected applicant organisations as soon as possible.

Appendix 5

Community Halls/Centres (CHs/CCs) in Tuen Mun
List of Items Available for Loan

	On Ting/ Yau Oi CC	Butterfly Bay CC	Leung King Estate CC	Kin Sang CH	Shan King CH	Tai Hing CH	Tuen Mun Town Centre CH	Tseng Choi Street CH	Wu Shan Road CH	Lung Yat CH	Siu Lun CH
Table	10	8	7	5	6	10	5	6	7	15	15
Chair	300	280	250	150	160	250	150	440	450	450	450
Exhibition Board	10	6	4	5	11	10	18	10	10	10	10
Sound System	1	1	1	1	1	1	1	1	1	1	1
Microphone	2	1	2	2	2	2	3	2	2	6	4
Wireless Microphone	1	2	2	2	4	2	4	2	5	8	4
Table Microphone Stand	2	1	2	2	2	2	2	2	2	3	1
Floor Microphone Stand	2	2	3	1	3	3	4	7	5	6	1
Clip Microphone	-	-	-	-	-	-	-	-	-	8	-
Badminton Poles and Net	-	2 sets with 2 nets	2 sets with 2 nets	-	1 set with 1 net	-	-	2 sets with 2 nets	2 sets with 2 nets	2 sets with 2 nets	2 sets with 2 nets
Table Tennis Table and Net	-	1 set with 1 net	-	-	4 sets with 4 nets	-	-	2 sets without nets	2 sets with 2 nets	4 sets with 4 nets	2 sets with 2 nets
Piano	1	1	1	1	1	1	1	-	-	-	-
Motorized Stage Flying Bar	1	1	1	1	1	1	-	1	1	1	1
Projector and Screen	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room	1 set each for hall & conference room

Notes:

1. The above-listed items may not be available for loan in case of damage, on loan or any other reasons.
2. The Tuen Mun District Office reserves the right not to loan the item.

Appendix 6

Authorisation Letter for the Completion of the Procedure of Using the Facilities

District Officer (Tuen Mun),
Dear Sir/Madam,

I, Mr/Miss/Mrs* _____ (ID Card No._____), the person-in- charge of _____ (name of the application organisation), hereby authorize Mr/Miss/Mrs* _____ (ID Card No._____), a member of our organisation, to act on behalf of me to complete the procedure of using the facilities from _____ am/pm* to _____ am/pm* on _____ .

Signature : _____

Name : _____

Post : _____

Contact Telephone No.: : _____

Chop of Organisation Date : _____

* Please delete as appropriate

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

Declaration for Hiring Facilities in Community Halls/Community Centres in Tuen Mun (Form A)	**Declaration for Hiring Facilities in Community Halls/Community Centres in Tuen Mun (Form B)**
(Please complete **Form A** before using the facilities and display it near the entrance of the venue during the activity)	(Please complete **Form B** immediately after the activity and return it to the duty staff)
Name of Community Hall/Community Centre:	
Date and Start Time of Activity:	End Time of Activity:
Name of Applicant Organisation:	Information same as the left column: *Yes / No (If no, please specify: _____)
Name of Activity:	Information same as the left column: *Yes / No (If no, please specify: _____)
Type of Activity: *Dancing / Singing / Variety show / Sports / Meeting / Talk / Others (please specify): _____	Information same as the left column: *Yes / No (If no, please specify: _____)
Fee-charging Activity: *Yes (Amount: $) / No	Information same as the left column: *Yes / No (If no, please specify: _____)
Estimated no. of participants:	Actual no. of participants:
Name and contact phone no. of the person-in-charge of the Applicant Organisation:	
I am *the person-in-charge/authorised person of the Applicant Organisation and hereby declare that all the information above is correct. Name: _____ Signature: _____ Post: Date:	**I am *the person-in-charge/authorised person of the Applicant Organisation and hereby declare that all the information above is correct.** Name: _____ Signature: _____ Post: Date:
To be filled in by the duty staff of TMDO or the entrusted organisation (Information as declared has been checked to be correct) Checked by: _____ Signature: _____ Date: _____ *Duty staff of TMDO *Duty staff of the entrusted organisation (Name of organisation: _____)	Notes: Information provided in this form will strictly be used for verification and record-keeping purposes.

* Please delete as appropriate

Appendix 8

To: Tuen Mun District Office

Exemption of Charges for Use of Facilities in Community Hall/Community Centre 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 _____**)**

(A)	Total Income (Details at Section C)	$
(B)	Total Expenditure (Details at Section D)	$
(C)	**Balance [(B)-(A)]**	**$**

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 Authorized Person of Applicant 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 organisation and 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
Applicant Organisation

Signature : _____

Name : _____

Post : _____

Name of Organisation : _____

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 hall/community centre.

2. If a fee-charging activity has been exempted from charges, the applicant organisation must submit a self-certified statement of account within one month after conclusion of the activity.

3. The applicant 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 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, Tuen Mun District Office, 2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, NT.

Appendix 9

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

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

Signature : _____

Name : _____

Post : _____

Chop of Organisation Date : _____

* Please delete as appropriate

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

Demerit Points System

(A) Structure

Items	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
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 TMDO.		
4	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity **Note**.		
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 **Note**.		
6	Failed to produce the approval letter for use of facilities in CH/CC.		
7	Failed to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective CH/CC.	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 TMDO.		
12	Permanent damage of the facilities, such as PA system, hardware that needs 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 TMDO.		
17	Addition of ineligible joint organiser(s)/co-organiser(s).		

Note:

Taking into consideration of the time required for processing application, the penalty applies equally to an applicant organisation whose application is made less than 7 working days from the day of the activity.

(B) Rules under the Demerit Points System

1. The Demerit Points System is district-based.

2. Under the Demerit Points System, an applicant organisation or hirer will get demerit points for breaching regulations and conditions. Demerit points are given for each breach and counted individually, irrespective of whether the breach takes place in the same activity. Each breach will attract demerit points ranging from 3 points for a "Minor Breach", 5 points for a "Serious Breach" to 10 points for a "Very Serious Breach", having regard to the seriousness of the breach. For an application which includes a co-organiser, only the applicant organisation or hirer will be served the demerit points for breaches of regulations and conditions.

3. Once an organisation or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs within the same District in the next two quarters. All the points that led to the ban will be cleared. Demerit points arising from new breaches of guidelines and regulations will be counted afresh. If the organisation concerned has been allocated other sessions in the present quarter and/or the next quarter, it may continue to use the allocated sessions up to the quarter(s) concerned unless otherwise directed.

4. In the event that an organisation commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first for the purpose of imposing a ban from booking of CH/CC facilities, as under paragraph 3 above. The remaining lower demerit points incurred from the other breaches committed in the same activity, which have not been counted for imposing the ban, will be carried forward.

5. An organisation which is found to have breached the regulations and conditions will be issued with a standard warning letter stipulating the nature of breach, the demerit points served and the validity period. A summary of all breaches will also be listed in the letter. The consequences of accruing 10 points or more by the organisation will also be stated in the letter.

6. The 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.

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 [PPSEAL] and Hong Kong Recording Industry Alliance Limited [HKRIA] for the performance of copyright literary and musical works, playing and showing of sound recordings, music videos and karaoke videos at CHs/CCs. The applicant 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 as extracted below.

Exclusions / Reservation of Rights

CASH – Exclusions

The licence hereby granted shall not extend to nor authorize the following –

(a) any Visual Music Performances by means of Video Wall;

(b) any public performance or causing any public performance of the Society's Repertoire to be visible beyond the precincts of the Premises;

(c) any reproduction of the Society's Repertoire; and

(d) any copyright in respect of any sound recordings.

PPSEAL – Exclusions

(a) This Licence does not authorize the Licensee(s) to do any act which could be an infringement of any copyright subsisting in the works reproduced upon the sound recordings, music videos and/or karaoke videos.

(b) This Licence does not extend to nor may it be deemed to authorize the reproduction, remixing, rerecording or editing of the sound recordings, music videos and/or karaoke videos.

(c) This Licence does not permit the Licensee(s) to use any unauthorized copies of the sound recordings, music videos and/or karaoke videos.

(d) This Licence expressly does not cover those works which do not fall within the repertoire of PPSEAL.

HKRIA – Reservation of Rights

(a) All rights in the Works that are owned or controlled by HKRIA and/or its members and not expressly licenced to the Licensee under the Licence are hereby expressly reserved.

(b) Nothing contained in the Terms and Conditions shall be construed as authorizing the Licensee to :-

  (i) include any Work in any broadcast, or copy, reproduce, remix, re-record, edit or otherwise deal with any Work, or do any other act which may infringe the copyright subsisting in any Work for any purpose whatsoever; or

  (ii) use any unauthorized copies of the Works to publicly perform any Works.

(c) The Licensee expressly undertakes and warrants not to commit the acts specified in paragraph (b) above.

(d) HKRIA and its members expressly reserve their rights and remedies against Licensee in respect of any unauthorized activity or infringement of intellectual property rights.

Appendix 12

Home Affairs Department Tuen Mun District Office Rates of Charges for the Use of On Ting/Yau Oi Community Centre/ Butterfly Bay Community Centre/ Leung King Estate Community Centre/ Kin Sang Community Hall/ Shan King Community Hall/ Tai Hing Community Hall/ Tuen Mun Town Centre Community Hall/ Tseng Choi Street Community Hall/ Wu Shan Road Community Hall/ Lung Yat Community Hall/ Siu Lun Community Hall

Facility	Rate	Remarks
Hall	$120 per hour Additional charges for optional items: Air-conditioning — Rate per hour On Ting/Yau Oi Community Centre — $185 Butterfly Bay Community Centre — $185 Leung King Estate Community Centre — $185 Kin Sang Community Hall — $155 Shan King Community Hall — $115 Tai Hing Community Hall — $155 Tuen Mun Town Centre Community Hall — $51 Tseng Choi Street Community Hall — $155 Wu Shan Road Community Hall — $235 Lung Yat Community Hall — $185 Siu Lun Community Hall — $185 Lighting control equipment — $24	• Applicant body/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 Appendix). • Chairs are available free of charge but the quantity shall be specified in the venue application form.
Dressing Room	$11 per hour for male & female dress ingrooms; plus $10 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 Appendix).
Conference Room	$56 per hour; plus $13per hour for the use of air-conditioners	• Tables, chairs and white board are provided.
Activity Room	$58 per hour; plus $14 per hour for the use of air-conditioners	• Tables, chairs and white board are provided.