

**Guidelines and Conditions on  
the Trial Scheme on Hiring the Conference Room in Long Ping Community Hall  
by Owners' Corporations / Owners' Committees / Rural Committees in Yuen Long  
(Applicable to bookings between August 2022 and March 2023)**

The Cultural and Recreational Affairs and District Facilities Management Committee under the Yuen Long District Council endorsed at its meeting on 17 June 2022 that the Conference Room in Long Ping Community Hall would be available for hiring by owners' corporations / owners' committees / rural committees in the district for meetings between August 2022 and March 2023.

**I. Details of the Trial Scheme**

2. Details of the Trial Scheme are set out below:

- (a) The time slots available for booking by owners' corporations / owners' committees / rural committees are as follows:

Thursday (non-public holiday) *	8 p.m. to 10 p.m.
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\* In case the Thursday falls on a public holiday, no make-up session will be offered.

- (b) Interested owners' corporations / owners' committees / rural committees can, during the first 21 days of each month, submit an application for not more than two time slots in the subsequent month to Yuen Long District Office ("YLDO"). The venue will be allocated on a first-come-first-served basis. The application periods are as follows:

<u>Month of hire</u>	<u>Period of submission of application<sup>#</sup></u>
September 2022	1 <sup>st</sup> - 21 <sup>st</sup> August 2022
October 2022	1 <sup>st</sup> - 21 <sup>st</sup> September 2022
November 2022	1 <sup>st</sup> - 21 <sup>st</sup> October 2022
December 2022	1 <sup>st</sup> - 21 <sup>st</sup> November 2022
January 2023	1 <sup>st</sup> - 21 <sup>st</sup> December 2022
February 2023	1 <sup>st</sup> - 21 <sup>st</sup> January 2023
March 2023	1 <sup>st</sup> - 21 <sup>st</sup> February 2023

<sup>#</sup> In case the scheduled deadline of application falls on a public holiday or the YLDO is closed due to inclement weather, the application deadline will be postponed to the next working day.

- (c) All owners' corporations / owners' committees / rural committees should submit the original copy of the completed application form (**Application Form C**) specifying the preferred time slot(s) to the YLDO (Address: The Community Affairs Team, 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long) during the application period. Only not more than two time slots can be requested for each application. The application form will be valid only if signed by the person-in-charge of the owners' corporation / owners' committee / rural committee and stamped with the official chop of the owners' corporation / owners' committee / rural committee. Application forms which bear a chop without signature or carry incomplete information will not be accepted.
- (d) All hirers of the Conference Room in Long Ping Community Hall should observe the "Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long", including the demerit points system specified.

## **II. Enquiries**

3. For enquiries on the above arrangements, please contact the Community Affairs Team, YLDO on 2470 1124.

Yuen Long District Office  
August 2022