

**Guidelines and Conditions on
the 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 April 2024 and March 2025)**

I. Details of the Scheme

Details of the 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[#]</u>
April 2024	1 st - 21 st March 2024
May 2024	1 st - 21 st April 2024
June 2024	1 st - 21 st May 2024
July 2024	1 st - 21 st June 2024
August 2024	1 st - 21 st July 2024
September 2024	1 st - 21 st August 2024
October 2024	1 st - 21 st September 2024
November 2024	1 st - 21 st October 2024
December 2024	1 st - 21 st November 2024
January 2025	1 st - 21 st December 2024
February 2025	1 st - 21 st January 2025
March 2025	1 st - 21 st February 2025

[#] 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 by the means specified in the "Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long" the completed application form (**Application Form C**) specifying the preferred time slot(s) to the YLDO 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

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

Yuen Long District Office
February 2024