

**Guidelines on the Use of Facilities
in Sha Tin Neighbourhood Activity Centre**

(Amended in February 2023)

1. Sha Tin Neighbourhood Activity Centre

- (a) The Sha Tin District Community Involvement Fund provides grants with conditions for hiring the hall of Integrated Vocational Development Centre (Ma On Shan) (the former Sir Ellis Kadoorie Secondary School) at Yiu On Estate, 2 Hang Hong Street, Ma On Shan, Sha Tin, a venue of the Vocational Training Council (VTC), as the Neighbourhood Activity Centre (NAC). The NAC is available for hire by eligible district organisations to hold community activities in compliance with the criteria for use. Details of the NAC are at Appendix 1.
- (b) As the grants are provided with conditions under the Sha Tin District Community Involvement Fund for hiring of NAC, the applicant organisations must concurrently comply with the Procedures and Rules of Application for Sha Tin District Office Community Involvement Fund (Rules of the Fund). According to Rule 4.7.3 of the Rules of the Fund, the Community Involvement Fund shall not be used for activities that may give undue credit or publicity to any individual, commercial firm, political party or association/organisation, including those organised, jointly organised or co-organised by individuals, the members of the District Councils and the Legislative Council, or offices of the members of the District Councils and the Legislative Council. Therefore, the above institutions are not allowed to hire the NAC. The Rules of the Fund can be downloaded from the website of the Home Affairs Department (HAD): https://www.had.gov.hk/tc/18_districts/my_map_14.htm
- (c) The NAC is a venue under the VTC, and the sessions available for hiring are allocated by the Sha Tin District Office (STDO) to applicant organisations. To protect the interests of organisations and venue users, the applicant organisation shall effect a policy of insurance against the potential claims, demands and liabilities that may be involved in its activities held at the NAC with an insurance company approved by the Government (which approval shall not be unreasonably withheld), and shall continue such insurance as appropriate.
- (d) As the NAC is a venue under the VTC, the applicant organisation must comply with all regulations laid down by the VTC regarding the use of the NAC. According to the VTC's regulations, the VTC "shall not be liable for any loss that may be incurred by any accident, injury, death, theft, mechanical or electrical failure, government restriction, natural disaster or any other cause while using the venue". Therefore, the applicant organisation should take out its own insurance as appropriate (including third party risks insurance), and assume all liabilities that may be incurred in the course of using the venue, as well as indemnify the STDO against any loss caused to the STDO while using the venue and facilities.

2. Eligibility criteria for the use of facilities

The eligibility criteria for the use of facilities in the NAC are as follows:

- (a) The proposed activities must be non-profit making, and can directly benefit the local community and those who live, work or study in the district. People from other districts must be allowed to participate in the activities on the same conditions. Furthermore, the activities must be in the public interest. Neither shall they be in breach of the law nor shall there be any commercial purposes. If the activities concerned are suspected of being

illegal or endangering the interests of national security, such applications will not be considered.

- (b) The applicant organisations and their joint organisers/co-organisers must be:
 - i. the Sha Tin District Council (STDC) or committees/working groups under the STDC/STDO; or
 - ii. non-governmental organisations set out in Appendix 2.
- (c) The decision of the STDO on any application shall be final.

3. Procedures for application

- (a) Application forms:

Application forms for use of facilities in the NAC can be obtained from:

- i. homepage of the HAD (<http://www.had.gov.hk>); or
- ii. the STDO.

(Address: Community Affairs and Development Division, 4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin.

Enquiry tel. no.: 2606 5012)

- (b) Date of submission of application

In January, April, July and October of each year, organisations can submit applications six months in advance. For example, in January, applications for the bookings from January to June will be accepted, and likewise, in April, applications for the bookings from April to September will be accepted.

- i. Application for first round booking

Any organisation that is listed under paragraph 2(b) and has registered in Sha Tin for three years may book the NAC venues for the next quarter. Applications have to be submitted within the first five working days in January, April, July and October of each year. If using the designated electronic means (i.e. the electronic form downloaded from the HAD homepage or an Excel form in the designated format sent via email), booking of venues for the next quarter may be made within the first seven working days in the above months.

The STDO only accepts applications for the first round booking submitted within the designated dates above, and applications submitted outside these dates will not be entertained. Only the last submission will be accepted if the organisation is found submitting more than one application within the designated dates.

(Note: For organisations that have been eligible to apply for the first round booking and have successfully applied for the use of a Community Centre/Community Hall (CC/CH) of the STDO in the first round booking before 1 April 2009, the requirement of having “registered in Sha Tin for three years” is not applicable.)

ii. Application for second round booking

All organisations listed under paragraph 2(b) (including those having registered for less than three years and non-Sha-Tin-District organisations) may book the venues for the next quarter within the first three working days in March, June, September and December of each year.

iii. Application for third round booking

All organisations listed under paragraph 2(b) may submit applications on the 10th working day after the lots-drawing exercise for the second round booking in March, June, September and December of each year (i.e. the 16th working day of the above months) and at least eight working days in advance. The applicant organisation can either use the designated electronic means (i.e. the electronic form downloaded from the HAD homepage or an Excel form in the designated format sent via email) or submit the application form in person.

(c) Method of submitting applications

The applicant organisation shall submit a completed application form to the STDO, specifying the purpose and the programme of the proposed activities, during office hours in one of the following ways:

- i. submit the application form in person to the STDO;
- ii. submit the application form by post to the STDO, and the postmark date will be regarded as the date of submission;
(Submission by post is acceptable only for the first and second rounds of application.)
- iii. send an Excel form in the designated format to the STDO via email; or
(Submission via email is acceptable for all rounds of application, and is acceptable only if the organisation has registered an email address with the STDO beforehand.)
- iv. submit the application by means of the electronic form.
(Submission by means of the electronic form is acceptable for all rounds of application.)

The applicant organisations applying for the use of the NAC shall produce documentary evidence of their eligibility for application. The application for first round booking shall be enclosed with a copy of the document certifying that the organisation has been registered as a legitimate organisation for three years. The STDO may request the organisation to provide the original copy of the document when necessary. Towards the deadline for application, the STDO may be heavily occupied with large volume of applications. Applicant organisations should submit applications as early as practicable to ensure that the application forms and other relevant documents can be successfully delivered to the STDO before the application deadline.

If the application form and other relevant documents are delivered by hand, the persons delivering the documents may, at the time of receipt by the STDO, confirm the submissions and the actual quantity involved face-to-face with the STDO staff. Subsequent disputes arising from the submissions and the quantity involved will not be considered, and the applicant organisation shall raise no objection.

If the application form and other relevant documents are submitted by post, the Hong Kong postmark date on the envelope will be regarded as the date of submission of the application form and/or supporting documents. The applicant organisation shall be liable for any possible misdelivery or loss of mail items. In addition, the STDO will not accept any unpaid or underpaid mail items. The applicant organisation should ensure that sufficient postage is

paid to avoid unsuccessful deliveries of application forms and other relevant documents. Any underpaid mail items will be returned to the senders or disposed of by the Hongkong Post according to the established procedures. Consideration of the application forms and other relevant documents submitted by post will be based on the documents actually received by the STDO and the quantity involved. The applicant organisation shall raise no objection.

If the applicant organisation chooses to submit the application by electronic means (i.e. to send an Excel form in the designated format via email or use the electronic form), an acknowledgement of application will be automatically issued to the organisation by the system. Meanwhile, the applicant organisation will be deemed to have acknowledged and agreed that the technical processing and transmission of the information sent by electronic means may involve data transmission over various networks, and changes in data format to conform and adapt to technical requirements of connecting networks or devices. The STDO shall, in no circumstances, be liable for any failure to whatever extent for the provision of any information in whole or in part by the applicant organisation or for the applicant organisation's inability to gain access in whole or in part to the services relating to the hiring of NAC due to the delay or failure of any communication networks or any party providing such access, and the applicant organisation shall raise no objection. The applicant organisation shall be accountable for the accuracy and integrity of the information submitted by electronic means.

(d) Booking quota

Each application form can only be used to book the venue for one quarter. Be it the first, second or third round of booking, each applicant organisation can book the venue for holding long-run activities lasting for three months or one-off activities.

i. Long-run activities:

Long-run activities can only be held from Monday to Saturday. For the halls of the NAC and CC/CH, each applicant organisation can only hire not more than 12 sessions (24 hours in total) a week each quarter in each round of application. The upper limit for Sha Tin Arts Association and Sha Tin Sports Association is 20 sessions (40 hours in total) a week.

ii. One-off activities:

One-off activities can only be held on Sundays. Each organisation can only hire not more than six times each for the hall and the conference room respectively each quarter.

(e) Booking arrangements

i. Application for first round booking

If more than one application for the same session of a venue is received, the STDO will select the applicant by drawing lots in public on the 16th working days of January, April, July and October of each year. Representatives from the applicant organisations are welcome to observe the procedure as instructed by the STDO.

ii. Application for second round booking

If more than one application for the same session of a venue is received, the STDO will select the applicant by drawing lots on the third working day after the closing date of application for the second round booking (i.e. the sixth working days of March, June, September and December). Applications for hiring the NAC and CC/CH will be processed together. The first 200 applications randomly selected will be processed according to their priority orders decided by lots-drawing. Representatives from the applicant organisations are welcome to observe the procedure as instructed by the STDO.

iii. Application for third round booking

The STDO will stamp a serial number on each application received. Applications for the third round booking will be processed on a “first come first served” basis.

(f) Announcement of application results

i. Results for first round booking

The STDO will give written notification to applicant organisations selected by lots-drawing within five working days of the draw date. If no written notification is received within nine working days of the draw date, it can be assumed that the application is not selected. If using the designated electronic means (i.e. the electronic form downloaded from the HAD homepage or an Excel form in the designated format sent via email), the applicant will receive notification of the result via email within five working days of the draw date.

ii. Results for second round booking

The STDO will give written notification to applicant organisations that are selected by lots-drawing and allocated the sessions applied for within five working days of the draw date. If no written notification is received within nine working days of the draw date, it can be assumed that the application is not selected, or that the application is selected but the sessions applied for have already been hired by other organisations with higher orders of priority decided by lots-drawing. If using the designated electronic means (i.e. the electronic form downloaded from the HAD homepage or an Excel form in the designated format sent via email), the applicant will receive notification of the result via email within five working days of the draw date.

iii. Results for third round booking

The STDO will give written notification to applicant organisations that are allocated the sessions applied for within five working days after the receipt of their applications. If no written notification is received within nine working days after the submission of application, it can be assumed that the application for the use of the NAC is unsuccessful. If using the designated electronic means (i.e. the electronic form downloaded from the HAD homepage or an Excel form in the designated format sent via email), the applicant will receive notification of the result via email within five working days of the draw date.

All bookings must be made in writing. Sessions available for the booking of the NAC hall will be displayed on the notice board of the NAC or the HAD homepage for the reference of applicant organisations.

The above applications for hiring NAC are subject to the approval of the STDO. Before the receipt of the written notification of the results, the applicant organisations shall not assume that all of their applications submitted will always be fully or partially approved. Applicant organisations shall be liable for any loss to be incurred based on such an assumption.

4. Regulations and conditions to be followed by applicant 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 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 NAC hired by the applicant organisation.
- ii. The applicant organisation shall further declare and ensure that all acts and activities engaged in the part(s) of the NAC hired by the applicant organisation 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) Submission of application forms

For the second round and third round booking, each applicant organisation shall submit one application only. Submission of more than one application is considered to be serious non-compliance. The STDO will conduct random checks on the applications to prevent possible non-compliance.

(c) Joint organisers or co-organisers of activities

If the proposed activities are jointly organised or co-organised with other organisations, the applicant organisation shall state the names of the organisations concerned in the application form. Any addition or change of joint organisers/co-organisers is not permitted without approval from the STDO. The joint organisers/co-organisers must meet the eligibility requirements set out in paragraph 2(b) above. If the organisations concerned are prohibited by the STDO from using the NAC or CC/CH, they cannot become joint organisers/co-organisers.

(d) Cancellation or alteration of the nature of activities

The applicant organisation shall conduct all the activities according to the approved nature and category. For cancellation or alteration of the nature of the proposed activities (including addition or change of joint organisers/co-organisers), the applicant organisation shall notify the STDO in writing with reasonable explanation at least 14 working days in advance.

(Note: Example of calculating working days: if the application of 30.12.2022 is to be cancelled, written notification and explanation should be given on or before 8.12.2022. Saturdays, Sundays and public holidays are not working days.)

(e) Rules of cancellation of the use of hired venues

Cancellation of the use of hired CC/CH and NAC venues under three or more applications

within one quarter is considered to be serious non-compliance. The applicant organisation would not be bound by the above rule if it cancels the use of approved venues on or before the 14th working day after the announcement of the lots-drawing results for the first round booking.

(f) Minimum number of participants

Unless otherwise specified by the STDO, the actual number of participants using the NAC hall shall not be less than 15, otherwise it would be considered as non-compliance. This measure is applicable to any kind of activities and every round of application.

(g) Guidelines on the use of venues

- i. The person-in-charge of the applicant organisation shall sign up at the venue within 15 minutes after the hired session starts.
- ii. The person-in-charge of the applicant organisation shall verify the actual number of participants attending the activity with the NAC staff and sign for confirmation.
- iii. The venue shall not be lent to other organisations (including the joint organisers/co-organisers) or any other unit in the applicant organisation.
- iv. The applicant organisation shall, within one month after the conclusion of a fee-charging activity, submit a self-certified statement of account to prove that no profits have been made from the activity. The STDO will conduct random checks on activities exempted from charges. Post-activity statements of account and receipts/supporting documents will be examined to ensure that no profits have been made from the activities. If the applicant organisation and its joint organiser/co-organiser are found not eligible for waiver of charges after such waiver has been granted, they will be required to pay back the exempted 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. If the applicant organisation fails to provide the receipts/supporting documents to the STDO for inspection upon request, it will be required to pay back the exempted charges.
- v. The gatherings or activities must be held in accordance with the procedures submitted by the applicant organisation.
- vi. The activities and the noises thus generated must not disturb other activities in process in the NAC.
- vii. The applicant organisation shall not post or hang posters, slogans, banners or portraits; conduct auction, fund-raising or sales activities, nor allow eating or animals except guide dogs entering the NAC when using the NAC hall, unless prior approval from the STDO has been obtained. Holding of activities that disturb public order are strictly prohibited. The applicant organisation shall assume responsibility for physical arrangement such as seating, and shall not put nails or any other materials that are difficult to remove such as paints or other similar material on the walls, furniture and other equipment. The applicant organisation shall be liable to pay for any damage caused to any equipment, furniture or fabric of the building.
- viii. The applicant organisation shall maintain good order and discipline during the activity, and clear up the place after the conclusion of the activity. Smoking, cooking, lighting

of fire or using fireworks, sprinkling powder on the floor are prohibited.

- ix. The NAC staff or any person authorised by the STDO may enter the NAC hall being used by the applicant organisation when necessary in pursuance of the contract terms for using the NAC hall, and may impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant organisation fails to observe these conditions, the NAC staff or the person authorised by the STDO may terminate the right of use at any time and have the place cleared.
- x. The lighting equipment on stage is not for loan.
- xi. The STDO only provides basic sound equipment. The applicant organisation may also provide its own sound equipment.
- xii. (A) The applicant shall not use (whether by performing, showing or playing or otherwise) any copyright works (including but not limited to lyrics, music, recorded music, music videos and karaoke videos) in the NAC or any part thereof, unless the applicant has obtained and maintained at its own cost and expense all necessary approvals, permits or licences which may be required or necessary from relevant copyright owners, licensing bodies (including, if applicable, Hong Kong Recording Industry Alliance Limited, Phonographic Performance (South East Asia) Limited, Composers and Authors Society of Hong Kong Limited) or otherwise.

(B) The applicant 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 NAC.
- xiii. For the purpose of the Guidelines, “intellectual property rights” refer to patents, trademarks, 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.
- xiv. The applicant organisation and its members, partners, employees, contractors, agents and licensees (“Related Person(s)” of the applicant organisation), whether as invitees or otherwise, are entirely at their own risk while using or being present at NAC. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:

(A) 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

(B) any injury to or death of any person 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 arises directly or indirectly in connection with, out of or in relation to the use of the NAC by the applicant organisation or any of its Related Persons.
- xv. The applicant organisation shall indemnify and keep the Government fully and effectively indemnified against:

(A) 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

(B) 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 NAC by the applicant organisation or any of its Related Persons including any loss, damage, injury or death referred to in paragraph 4(g)(xiv) 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.

- xvi. 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.
- xvii. For the purposes of paragraphs 4(g) (xiv), 4(g) (xv) and 4(g) (xvi), “negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).
- xviii. Without prejudice to the generality of the foregoing, the STDO has the authority to interpret and make exceptions to the regulations and conditions contained herein. The STDO may cancel the applicant organisation’s booking or terminate the applicant organisation’s right of use of the NAC if the applicant organisation fails to observe or perform any of the regulations and conditions contained herein.
- xix. The expiry of the approved period of use of the NAC 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 paragraphs 4(g) (xv) and 4(g) (xvi)) which shall survive the same and shall continue to be binding on the applicant organisation and shall remain in full force and effect.
- xx. No eating or drinking is allowed in any part of the NAC unless prior approval has been obtained from the STDO. The applicant organisation must quickly clear up the venue after the conclusion of the activity.
- xxi. If the applicant organisation wishes to hire any part of the NAC hall for video-recording purposes, it must submit application in writing to the STDO not less than 14 working days before the activity commences.
- xxii. When the organisation is using the NAC hall, the air-conditioning charges will be paid by the applicant organisation.
- xxiii. To ensure fire safety, the applicant organisation shall comply with the regulations and conditions at Appendix 3.
- xxiv. The applicant organisation shall ensure the number of participants does not exceed the maximum capacity of the NAC (390). For the sake of safety, it is the responsibility of the applicant organisation to ensure the maximum capacity is not

exceeded. If the maximum capacity is exceeded, staff members of the NAC have the right to terminate the use of the venue immediately and request the applicant organisation to clear up the venue.

xxv. Arrangements in times of typhoons: the NAC facilities will be suspended for use if typhoon signal No. 8 or above is issued when such facilities are in use. When black rainstorm warning signal is issued, the organisation hirer may continue to stay in the NAC. If the signal is issued not less than one hour before the hired session starts, the NAC will be closed. After the signal is cancelled, the arrangements are as follows:

- Cancelled at or after 9:00 am →
Closed for the morning sessions (9:00 am to 1:00 pm)
- Cancelled at or after 2:00 pm →
Closed for the afternoon sessions (2:00 pm to 6:00 pm)
- Cancelled at or after 6:00 pm →
Closed for the night sessions (6:00 pm to 10:00 pm)

5. Breach of regulations and conditions

In case of breach of any hiring regulations and conditions of the Guidelines, in addition to the consequences set out in paragraph 4(g) (xviii) above, demerit points will be given to the applicant organisation according to the demerit point system set down in Appendix 4. Once an applicant organisation has accrued a total of 10 or more demerit points within 12 months (combining the breach cases of all activities held by the applicant organisation in the CC/CH and NAC), it will be banned from booking the CC/CH and NAC and using the CC/CH and NAC facilities as joint organiser/co-organiser in the next two quarters, or the use of the facilities in the CC/CH and NAC may be revoked immediately where circumstances warrant.

Sha Tin District
Office February
2023

The details of the booking arrangements for the Neighbourhood Activity Centre are as follows:

- (a) Name : Sha Tin Neighbourhood Activity Centre (NAC)
- (b) Address : Hall of Integrated Vocational Development Centre (Ma On Shan),
2 Hang Hong Street, Yiu On Estate, Ma On Shan, Sha Tin,
New Territories (near Yiu Him House).
- (c) Contact Tel. No. : 2606 5012
- (d) Venue for hiring : Hall
- (i) Area (m²) : about 587
- (ii) Maximum Capacity : 390
- (iii) Basic Facilities : Badminton court and table tennis table
- (e) Sessions available for hiring:
- Monday to Friday 6:00 pm to 10:00 pm
Sessions available for hiring by organisations:
6:00 pm to 8:00 pm
8:00 pm to 10:00 pm
- Saturday and Sunday 9:00 am to 10:00 pm
Sessions available for hiring by organisations:
9:00 am to 11:00 am
11:00 am to 1:00 pm
2:00 pm to 4:00 pm
4:00 pm to 6:00 pm
6:00 pm to 8:00 pm
8:00 pm to 10:00 pm
- (The above sessions are not applicable to the dates available for holding one-off activities as stated in paragraph 3(d) of the Guidelines.)
- Public Holidays closed

Note: Staff stationed at the NAC will only be responsible for opening and closing the doors of the NAC as well as other straightforward management matters. For enquiries on the booking application for and the use of facilities in the NAC, please contact the STDO during office hours.

Non-governmental Organisations Eligible to Apply for the Use of the NAC

1. Any statutory organisation or organisation that is registered under the HKSAR legislation such as the Companies Ordinance (Cap. 622), the Societies Ordinance (Cap. 151) and the Inland Revenue Ordinance (Cap. 112), and is established wholly or primarily in the interest of the Sha Tin District. For organisations established for the purpose of serving the general public of Hong Kong, the proposed activities must benefit the Sha Tin community and those who live, work or study in the Sha Tin District;
or
2. any organisation that has decision-making power (whether being bodies corporate or not), and is established wholly or primarily in the interest of the Sha Tin District; if the purpose of establishment is to serve the general public, the activities held must benefit the Sha Tin community and those who live, work or study in the Sha Tin District.

(Note: Activities held by a school/organisation for participation of the teachers and students of the school only, or activities held by an organisation for participation of its members only, are not eligible for the use of the NAC. This rule does not apply to organisations similar to owners' corporations. Members and non-members participating in the activities should be subject to the same charges and conditions.)

To ensure fire safety, the following regulations and conditions shall be followed by the applicant organisation:

1. General requirements (for both indoor and outdoor activities)
 - (a) The premises shall be used for the designated activities or functions.
 - (b) No alterations to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
 - (c) No decorations made of readily combustible materials shall be used.
 - (d) If chairs are provided for the audience, they shall be battened together in groups of not less than four and not more than fourteen per row.
 - (e) The power supply cable shall be so located that it will not constitute a hazard to the audience or attendees.
 - (f) No scenery or decorations made of readily combustible nature shall be erected on the stage.
 - (g) No hydrogen-filled balloon shall be inflated or erected on site.
 - (h) All exit doors shall remain unlocked.
 - (i) All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

2. For outdoor activities
 - (a) The stage, if any, shall be substantially constructed in compliance with the safety standard required by the Buildings Department/Architectural Services Department, and sited at least 6m from other buildings.
 - (b) Only electric lighting shall be used for illumination purposes.
 - (c) Mill barriers shall be set up to bar off the audience/attendees from the performing area, PA system and lighting control booth.
 - (d) One 9-litre water/CO₂ fire extinguisher shall be provided at the following locations:
 - (i) the command post; and
 - (ii) the main entrance.

Structure of the Demerit Point System(A) Demerit Point System

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, failing to clean and restore the venue, hanging banners, putting up posters or slogans, eating at the venue without prior approval of the STDO, etc.		
4	Cancellation of allocated timeslot with less than 14 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) 14 working days or more before the date of the activity.		
6	Failed to produce the approval letter for use of facilities in NAC.		
7	Failed to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective NAC.	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 STDO.		
12	Cancelled the use of hired CC/CH and NAC venues under three or more applications within a quarter*.		
13	Permanent damage of the facilities such as PA system and hardware that need replacement. The organisation is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
14	Serious misconduct and breaches, such as smoking, cooking, lighting of fire or using fireworks.		
15	Transfer of the allocated timeslot to another organisation.		

Items	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
16	Holding of fee-charging activities against the original claim of non-fee charging.		
17	Conducting auction, fund-raising or sales activities without prior approval of the STDO.		
18	Addition of ineligible joint organiser(s)/co-organiser(s).		

* The applicant organisation would not be bound by the above rule if it cancels the use of approved venues on or before the 14th day after the announcement of the lots-drawing results of the first round booking.

(B) Rules under the Demerit Point System

1. The Demerit Point System is district-based.
2. Under the Demerit Point System, an applicant organisation or organisation hirer will get demerit points for breaching any regulations and conditions. 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 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 organisation hirer will be served the demerit points for breaches of regulations and conditions.
3. Once an organisation or organisation hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CCs/CHs and NACs 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 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 hirer 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 CC/CH and NAC 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.

Examples of Calculating Demerit Points

Assuming that advance booking is allowed, applications for use of CC/CH and NAC facilities are processed on a quarterly basis and that timeslots are allocated through a ballot system, an applicant organisation who wished to use a CC/CH facility in Q4 of 2011 was allowed to submit an application before the end of Q2 of 2011. Lots were drawn at the beginning of Q3 of 2011 and successful applicant organisations were notified in writing accordingly.

Example A

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	5.6.2011
Total demerit points accrued	3	8	8
On 5.6.2011, only 8 points had been accrued within a period of 12 months because the 3 points incurred on 1.6.2010 had lapsed by 1.6.2011.			

Example B

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	28.5.2011
Total demerit points accrued	3	8	11
On 28.5.2011, 11 points had been accrued within a period of 12 months. A ban from bookings in the next two quarters (that relate to bookings for use of CC/CH and NAC facilities in Q4 of 2011 and Q1 of 2012) was imposed. All the 11 points arising from the three breaches were cleared. Assuming that the organisation concerned had other successful bookings for use of CC/CH facilities in the remainder of Q2 and also Q3 of 2011, it may continue to use the allocated sessions up to Q3 of 2011 unless otherwise directed. Demerit points arising from new breaches of guidelines and regulations will be counted afresh after 28.5.2011.			

Example C

No. of points	3	5	3	10
Date of breach	1.6.2010	10.1.2011	28.5.2011	30.6.2011
Total demerit points accrued	3	8	11	10
Following Example B above, the organisation committed a 10-point breach on 30.6.2011. Another ban from booking in the two quarters following the two quarters under the first ban was imposed. That means, the organisation will not be allowed to submit application for a total period of 12 months.				

2. In the event that an organisation hirer commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first. The remaining lower demerit points incurred from the other breaches committed in the same activity will be carried forward. Details are illustrated below.

Example D

No. of points	3	3	3	5
Date of breach	1.6.2010	10.1.2011	28.5.2011	3.4.2012
Total demerit points accrued	3	6	11+3 (3 points carried forward)	11

On 28.5.2011, two separate breaches were found in the same activity. Since the highest demerit points incurred in this activity was 5, the 5-point breach was counted first while the 3-point breach would be carried forward. 11 points were then accrued when 5 points were added to the original 6 points accrued on 10.1.2011. A ban from bookings in the next two quarters (that relate to bookings for use of CC/CH and NAC facilities in Q4 of 2011 and Q1 of 2012) was imposed and the 11 points arising from three breaches would be cancelled after the ban was imposed. The remaining 3 points from the remaining breach incurred in the same activity on 28.5.2011 would then be carried forward. On 3.4.2012, another two breaches were found. Since the addition of the 3 points brought forward from 28.5.2011 and the 8 points incurred on 3.4.2012 resulted in an accrual of 11 points within 12 months, both new breaches were counted, thus necessitating the issue of another ban.