

**Guidelines on the Use of  
Facilities in Sha Tin Community Centres/Community Halls**  
(Amendments effective from January 2019)

1. Eligibility criteria for the use of facilities

The eligibility criteria for the use of facilities in Community Centres/Community Halls (CC/CH) are as follows:

- (a) The proposed activities must be in the public interest, neither shall they be in breach of the law nor shall there be any commercial purposes.
- (b) The applicant organisations must be legitimate organisations or Government recognised/sponsored organisations such as:
  - i. subvented welfare agencies;
  - ii. subvented educational institutions, subvented schools and non-profit making schools;
  - iii. charitable organisations;
  - iv. non-profit making organisations under the sponsorship of legitimate bodies or government departments, such as Mutual Aid Committees, Rural Committees and Kaifong Welfare Associations;
  - v. local committees recognised by the Government, such as District Youth Programme Committees and District Fight Crime Committees;
  - vi. offices of Members of the District Councils and the Legislative Council;
  - vii. government departments or public organisations.
- (c) Applications from other organisations will be examined separately on the basis of the nature of their activities. Nevertheless, the proposed activities must have a clear public interest dimension and is of public concern to the local community, as well as being contributory to community building and meaningful. Moreover, provision of CC/CH venues in the district will greatly facilitate the attendance and participation of the local community.
- (d) The decision of the Sha Tin District Office (STDO) on any application shall be final.

2. Procedures for application

- (a) Application forms:

Booking application forms for the CC/CH and Neighbourhood Activity Centres (NAC) can be obtained from:

- i. homepage of the Home Affairs Department (HAD) (<http://www.had.gov.hk>);
- ii. homepage of Sha Tin District Council (STDC) (<http://www.districtcouncils.gov.hk/st/english/welcome/welcome.html>); or
- iii. 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 for 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 1(b) and has registered in Sha Tin for three years may book the CC/CH 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 applicant 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.

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 applicant 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 CC/CH 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 1(b) (including those having registered for less than three years and non-Sha-Tin-District organisations) may book the CC/CH 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 1(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 16<sup>th</sup> working day of the above months) and at least five working days in advance. The organisations 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 forms 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 CC/CH and NAC shall produce documentary evidence of their eligibility for application. The application shall be enclosed with a copy of the document certifying that the organisation has been registered as a legitimate organisation in Sha Tin for three years. The STDO may request the applicant organisation to provide the original copy of the document when necessary.

The applicant organisation and its joint organiser/co-organiser may submit application for waiver of hire charges at the same time if the conditions set down in Appendix 1 are met. The applicant organisation shall produce documentary evidence of meeting the conditions set down in Appendix 1 for the sake of applying for waiver of hire charges.

If the organisation chooses to submit the application by designated electronic means (that is, 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.

(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 CC/CH and NAC, each applicant organisation can only hire not more than 12 sessions (totally 24 hours) 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 (totally 40 hours) a week. For the conference rooms of CC/CH, each organisation can only hire not more than 6 sessions (totally 12 hours) 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) Time and facilities available for hiring

- i. Sessions available for hiring the facilities in Sha Tin CC/CH are as follows:

Monday to Saturday 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 2(d)(ii).)

Sunday 9:00 am to 10:00 pm

Public Holidays closed

- ii. All facilities in CC/CH such as multi-purpose halls, conference rooms and dressing rooms are available for hiring. The telephone numbers of respective CC/CH and the rates of charges for the use of facilities are at Appendix 2 and Appendix 3 respectively.
- iii. Staff stationed at CC/CH will only be responsible for opening and closing the doors of CC/CH as well as other straightforward management matters. For enquiries on the booking application for and the use of facilities in CC/CH, please contact the STDO during office hours.

(f) 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 organisation by drawing lots on **the 16<sup>th</sup> working days** of January, April, July and October of each year. Representatives from the applicant organisations are welcome to observe the procedure.

- 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.

- 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.

(g) 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 applicant 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 organisation will receive notification of the result via email within five working days of the draw date.

The names of the applicant organisations being allocated not less than one session will be announced on the HAD and STDC homepages. The applicant organisations can browse the above homepages to see if any sessions are allocated to them.

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 CC/CH and 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 organisation 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 booking will be displayed on the notice boards of respective CC/CH and the STDC's homepage for the reference of applicant organisations.

(h) Payment procedures

- i. On approval of the application, a Demand Note for settlement of the charges will be sent to the applicant organisation by the HAD if payment is required.
- ii. The applicant organisation shall settle the Demand Note as soon as possible with any of the Treasury Offices stated therein. The receipted Demand Note will serve as a permit for using the facilities and shall be presented to the staff of CC/CH before holding the scheduled activities. No cash shall be handed to any staff member of CC/CH.

- iii. If the venue has to be reserved for use under emergency relief arrangement, such as accommodating typhoon victims, the STDO will inform the concerned organisation as soon as possible. Under special circumstances, the STDO reserves the right to cancel any bookings, and any payment made will be refunded on production of the receipted Demand Note.
- iv. If the applicant organisation and its joint organiser/co-organiser are found not eligible for waiver of hire charges after such waiver has been granted, they will be required to pay back the exempted charges.

### 3. Rules and conditions to be followed by applicant organisations

#### (a) 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.

#### (b) Joint organisers/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 1(b) above. If the organisations concerned are prohibited by the STDO from using CC/CH, they cannot become joint organisers/co-organisers.

#### (c) 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. The STDO reserves the right to revoke the permission for hiring CC/CH. If the request for cancelling the proposed activities is accepted, the payment made will be refunded.

#### (d) Rules of cancellation of hired applications

Cancellation of three hired applications of the CC/CH and NAC venues 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 hired applications on or before the 14<sup>th</sup> working day after the announcement of the results for the first round booking.

#### (e) Minimum number of participants

The actual number of participants using the hall for any round of application shall not be less than 10, whereas the actual number of participants using the conference room shall not be less than five.

#### (f) 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 staff of the CC/CH and NAC and sign for confirmation.
- iii. The applicant organisation is not allowed to use the facilities in CC/CH if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- iv. The venue shall not be lent to other organisations (including the joint organisers/co-organisers) or any other unit in the applicant organisation.
- v. 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. 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.
- vi. Organising bodies are advised to take out appropriate insurance policies in the course of organising the activities.
- vii. The activities and the noises thus generated must not disturb other activities in process in CC/CH.
- viii. No posters, slogans, banners, flags or portraits shall be posted or hung, nor auction, fund-raising or sales activities be conducted, nor eating or animals except guide dogs be allowed when using the CH/CC hall unless prior approval has been obtained from the STDO. Holding of activities that disturb public order is strictly prohibited. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder on the floor are prohibited.
- ix. The applicant organisation shall be responsible for the decoration work (such as seating arrangement), and shall not put nails or any other material that is difficult to remove (such as lacquer, paints, or other similar material) on the wall, furniture or other equipment. The applicant organisation shall be liable to pay for any damage caused to any equipment, furniture or fabric of the building.
- x. The applicant organisation shall maintain good order and discipline during the gathering and clear up the place after use.
- xi. The STDO staff shall have the right to enter, at any time, any part of CC/CH being used by the applicant organisation, and to impose additional conditions for its continued use according to the circumstances. If the applicant organisation fails to observe these additional conditions, the STDO staff may terminate the organisation's right of use at any time and have the place cleared.
- xii. The lighting equipment on stage is generally not for loan. If it is required for the staging of drama or any other kind of performance, application for its use must be submitted along with the application for the venue. After approval is obtained, the

- applicant organisation shall employ a qualified technician to operate the control panel and notify the STDO. The applicant organisation shall assume full responsibility for any damage caused.
- xiii. The STDO provides only basic sound equipment. The applicant organisation may bring its own equipment.
  - xiv. The HAD 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 (see Appendix 4). The applicant 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.
  - xv.
    1. Subject to clause 3f(xiv), 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.
    2. 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.
  - xvi. For the purpose of clause 3, “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.
  - xvii. If the applicant organisation performs, plays and/or shows copyright musical works, the applicant shall complete CASH’s “Programme Return Form” and return the duly completed Form to CASH within 30 days from the date of last performance (see Appendix 5).
  - xviii. The applicant organisation and its members, partners, employees, contractors, agents and licensees (“Related Person(s)” of the applicant), whether as invitees or otherwise, are entirely at their own risk while using or being present at CC/CH. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:



1. 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
  2. any injury to or death of the applicant 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 CC/CH by the applicant organisation or any of its Related Persons.
- xix. The applicant organisation shall indemnify and keep the Government fully and effectively indemnified against:
1. any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, jointly or severally threatened to be brought, brought or established against the Government (the "Claims"); and
  2. any and all fees related to liabilities, loss compensations, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) that the Government shall pay or may 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 CC/CH by the applicant organisation or any of its Related Persons including any loss, damage, injury or death referred to in clause 3f(xviii) 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.
- xx. 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.
- xxi. For the purposes of clauses 3f(xviii), 3f(xix) and 3f(xx), "negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- xxii. 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 CH/CC if the applicant organisation fails to observe or perform any of the regulations and conditions contained herein.
- xxiii. The 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 3f(xix) and 3f(xx)) which shall survive the same and shall continue to be binding on the applicant organisation and shall remain in full force and effect.
- xxiv. No eating or drinking is allowed in any part of CC/CH unless prior approval has been obtained from the STDO. If approval is granted, the organisation concerned must quickly clear up the venue after the conclusion of the activity.

- xxv. Any organisation that wishes to hire any part of CC/CH for video-recording purposes must submit application in writing to the STDO not less than 14 working days before the activity commences.
- xxvi. Air-conditioning will be provided if application is submitted in advance and appropriate fee paid to the STDO. For applicant organisations exempted from charges for using the hall, air-conditioning will be provided free of charge by the STDO when the temperature rises to 25.5°C.
- xxvii. To ensure fire safety, the applicant organisation shall comply with the regulations and conditions at Appendix 6.
- xxviii. The applicant organisation shall ensure the number of participants does not exceed the maximum capacity of the venue (see Appendix 7). Otherwise, for the sake of safety, staff members of CC/CH have the right to terminate the use of the venue immediately and request the applicant organisation to clear up the venue.
- xxix. Arrangements in times of typhoons: CC/CH will be closed when typhoon signal No. 8 or above is hoisted. When rainstorm black signal is issued, the organisation hirer may continue to stay in the CC/CH. If the signal is issued not less than one hour before the hired session starts, the CC/CH will be closed. After the signal is cancelled, the arrangements are as follows:
- Cancelled at 9:00 am or after → Closed for the morning sessions (9:00 am to 1:00 pm)
  - Cancelled at 2:00 pm or after → Closed for the afternoon sessions (2:00 pm to 6:00 pm)
  - Cancelled at 6:00 pm or after → Closed for the night sessions (6:00 pm to 10:00 pm)

(g) Breach of regulations and conditions

If case of breach of hiring regulations and conditions, demerit points will be given to the applicant organisation according to the demerit point system set down in Appendix 8. 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 CH/CC and NAC facilities as joint organiser/co-organiser in the next two quarters, or the use of the facilities in the CH/CC and NAC may be revoked immediately where circumstances warrant.

Sha Tin District Office  
October 2017

**Exemption from Payment of Charges for the  
Use of Facilities in Community Centres / Community Halls**  
(Extracted from Home Affairs Department Standing Circular No. 3/2012)

- (1) The facilities may be made available to the Home Affairs Department and other Government departments free of charge.
- (2) Organisations belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities:
  - i. subvented welfare agencies;
  - ii. subvented educational institutions, subvented schools and non-profit making schools;
  - iii. Offices of the Legislative Councillors and District Councillors;
  - iv. charitable organisations that are exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112), such as Pok Oi Hospital and Yan Oi Tong;
  - v. non-profit making organisations that are registered under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 32), and their Constitution or Memorandum of Association provides that members do not take any share of the profits or any share of the assets upon dissolution, such as Mutual Aid Committees, Children's Clubs, Rural Committees and Kaifong Welfare Associations;
  - vi. local committees/organisations recognised by the Government, such as those recognised by the Home Affairs Department, such as Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, District Youth Programme Committees, District Fight Crime Committees, Owners' Corporations and Owners' Committees.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be granted total exemption if they apply to use the facilities for electoral meetings during the period between close of nomination(s) and election day.
- (4) If the applicant organisation is found not eligible for waiver of hire charges after such waiver has been granted, it will be required to pay back the exempted charges.

**Sha Tin Community Centres / Community Halls**

	<u>Contact Tel. No.</u>
Wo Che Community Hall	2604 7437
Sha Kok Community Hall	2647 1611
Sun Tin Wai Community Hall	2605 9394
Kwong Yuen Community Hall	2637 6767
Lung Hang Estate Community Centre	2699 0376
Heng On Estate Community Centre	2642 5135
Hin Keng Neighbourhood Community Centre	2601 4063
Lek Yuen Community Hall	2692 0670
Pok Hong Community Hall	2649 6130
Chun Shek Community Hall	2699 1469
Lee On Community Hall	2631 2739
Mei Tin Community Hall	2606 2956
Yuen Chau Kok Community Hall	2770 9120

**Rates of Charges for the Use of Facilities in Community Centres / Community Halls (CC/CH)**  
**(with effect from 1 April 2012)**

Facility	Charge (per hour)	Remarks
Multi-purpose Hall — basic charge	\$90	Chairs provided. The applicant is to provide the public address (PA) system and assign its own technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall — air-conditioning charge	Please refer to the table on the rates of air-conditioning charges for multi-purpose halls	
Multi-purpose Hall — using the lighting panel	\$18	
Dressing Room (Male or Female) — basic charge	\$6.5	
Dressing Room (Male or Female) — air-conditioning charge	\$7	
Conference Room — basic charge	\$44	Chairs and blackboard provided.
Conference Room — air-conditioning charge	\$10	
Badminton Court — basic charge	\$68	The charge is on a per court basis.
Badminton Court — air-conditioning charge	Same rates of air-conditioning charges as multi-purpose halls	
Classroom / Meeting Room / Activity Room — basic charge	\$48	
Classroom / Meeting Room / Activity Room — air-conditioning charge	\$11	
Covered Play Area — basic charge	\$49	

Note: Rates of air-conditioning charges for the hall per hour are as follows:

Name of CC/CH	Charge for the use of air-conditioning facilities of the hall (per hour)	Name of CC/CH	Charge for the use of air-conditioning facilities of the hall (per hour)
Hin Keng Neighbourhood CC	\$116	Sha Kok CH	\$116
Lung Hang Estate CC	\$140	Kwong Yuen CH	\$89
Mei Tin CH	\$140	Lek Yuen CH	\$116
Chun Shek CH	\$116	Wo Che CH	\$116
Sun Tin Wai CH	\$116	Heng On Estate CC	\$140
Pok Hong CH	\$89	Lee On CH	\$140
Yuen Chau Kok CH	\$140		

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;
  - (d) any copyright in respect of any sound recordings.
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#### **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.
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**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.

## PROGRAMME RETURN FORM

### 節目報表 (For Short-term Events) (短期節目適用)

Programme Name : \_\_\_\_\_  
節目名稱 : \_\_\_\_\_

Performing Venue : \_\_\_\_\_  
演出場地 : \_\_\_\_\_

Performing Date(s) : \_\_\_\_\_  
演出日期 : \_\_\_\_\_

Programme Time : \_\_\_\_\_  
節目時間 : \_\_\_\_\_

Name of Event Organiser : \_\_\_\_\_  
節目主辦機構名稱 : \_\_\_\_\_

Contact Person : \_\_\_\_\_  
聯絡人姓名 : \_\_\_\_\_

Position : \_\_\_\_\_  
聯絡人職位 : \_\_\_\_\_

Contact No. : \_\_\_\_\_  
聯絡電話 : \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

#### Instructions 指示

Please list out in the following table the musical works live performed or played as background music at the above event. 請於以下列表中列出在上述節目內現場演唱過或作為背景音樂播放過的音樂作品。

Please return this form by fax at 2537-0569 or mail to Composers and Authors Society of Hong Kong, 18/F Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong within 30 days from the date of last performance. 請於最後的表演日起 30 天內傳真此表格至 2537-0569 或寄回香港作曲家及作詞家協會，中環亞畢諾道 3 號環貿中心 18 樓。

Title of Performed Work 演出作品名稱	Composer/Author 作曲人/作詞人	Original Performer 原唱者	Performance Duration 演出時間
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(Continued overleaf 接下頁)



(Continued from overleaf 接上頁)

Title of Performed Work 演出作品名稱	Composer/Author 作曲人/作詞人	Original Performer 原唱者	Performance Duration 演出時間
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**PLEASE SELECT 請選擇：**

- ☐ A copy of the programme booklet is enclosed with this form.  
隨件附上節目場刊副本。
- ☐ A copy of the programme booklet will be mailed to your Society separately.  
節目場刊副本將分別郵寄予貴會。
- ☐ No programme booklet.  
本節目並沒有印製場刊。

*For and on behalf of the event organiser*

Signature & Company Chop  
簽署及蓋章

Date  
日期

**Attachment to Guidelines on the  
Use of Facilities in Community Centres / Community Halls**

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 entertainment 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 materials 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/CO<sub>2</sub> fire extinguisher shall be provided at the following locations:
    - (i) the command post;
    - (ii) the main entrance.

## List of Facilities in Community Centres / Community Halls (CC/CH)

Name of CC/CH	Location	Hall		Conference Room	
		Area (m <sup>2</sup> )	Maximum Capacity	Area (m <sup>2</sup> )	Maximum Capacity
Lung Hang Estate Community Centre	Lung Hang Estate, Shatin	461	300	63	25
Heng On Estate Community Centre	Heng On Estate, Shatin	461	300	62	25
Hin Keng Neighbourhood Community Centre	No. 5 Hin Wo Lane, Tai Wai, Shatin	330	220	48	19
Kwong Yuen Community Hall	Kwong Yuen Estate, Shatin	289	190	31	12
Sun Tin Wai Community Hall*	Sun Tin Wai Estate, Shatin	330	220	57	23
Chun Shek Community Hall	Chun Shek Estate, Shatin	308	200	48	19
Lek Yuen Community Hall	Lek Yuen Estate, Shatin	307	200	57	23
Wo Che Community Hall	Wo Che Estate, Shatin	335	220	33	13
Sha Kok Community Hall	Sha Kok Estate, Shatin	334	220	27	11
Pok Hong Community Hall	Pok Hong Estate, Shatin	300	200	33	13
Lee On Community Hall	No. 23, Sha On Street, Ma On Shan, Shatin	483	320	51	20
Mei Tin Community Hall	No. 9 Mei Mun Lane, Tai Wai, Shatin	439	450	47	30
Yuen Chau Kok Community Hall	No. 35, Ngan Shing Street, Shatin	453	444	71	36

Remark 1: Basic facilities include PA system, badminton court and table tennis table.

\* Remark 2: The activity room of Sun Tin Wai Community Hall (area: 35 m<sup>2</sup>) is available for use by users of the hall.

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

<b>Items</b>	<b>Breaches of Regulations and Conditions</b>	<b>Seriousness of Breach</b>	<b>Demerit Points</b>
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 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 the STDO.		
12	Cancelled three or more hired 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.		
16	Holding of fee-charging activities against the original claim of non-fee charging.		

<b>Items</b>	<b>Breaches of Regulations and Conditions</b>	<b>Seriousness of Breach</b>	<b>Demerit Points</b>
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 hired applications 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 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 organisation 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 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 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.

### **Examples of Calculating Demerit Points**

Assuming that advance booking is allowed, that applications for use of CC/CH 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 facilities in Q4 of 2011 and Q1 of 2012) was imposed. All the 11 points arising from the 3 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	5 3
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 facilities in Q4 of 2011 and Q1 of 2012) was imposed and the 11 points arising from 3 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 necessitated the issue of another ban.

**(1) Facilities in Sha Tin Community Centres / Community Halls (CC/CH) –**  
**Trial Scheme on Extension of Opening Hours**

The opening time for Kwong Yuen Community Hall, Lung Hang Estate Community Centre (applicable to the hall only), Sha Kok Community Hall, Pok Hong Community Hall, Hin Keng Neighbourhood Community Centre, Mei Tin Community Hall, Heng On Estate Community Centre, Chun Shek Community Hall, Lek Yuen Community Hall, Sun Tin Wai Community Hall, Wo Che Community Hall and Lee On Community Hall will be advanced to 7:00 am until further notice.

Trial period: starting from January 2018 until further notice

The opening time for Yuen Chau Kok Community Hall will be advanced to 7:00 am

During the trial period, the relevant regulations in the *Guidelines on the Use of Facilities in Sha Tin CC/CH* will be amended as follows:

## Paragraph 2 (e)

(e) Sessions available for hiring the facilities in Sha Tin CC/CH are as follows:

Monday to Saturday     ^     7:00 am to 10:00 pm/  
9:00 am to 10:00 pm

Sessions available for hiring by organisations:

7:00 am to 9:00 am  
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 2(d)(ii).)

Sunday                    ^    7:00 am to 10:00 pm/  
                                     9:00 am to 10:00 pm

Public Holidays                      closed

^ Only applicable to the bookings of Kwong Yuen Community Hall, Lung Hang Estate Community Centre (the hall only), Sha Kok Community Hall, Pok Hong Community Hall, Hin Keng Neighbourhood Community Centre, Mei Tin Community Hall, Heng On Estate Community



Centre, Chun Shek Community Hall, Lek Yuen Community Hall, Sun Tin Wai Community Hall, Wo Che Community Hall, Lee On Community Hall and Yuen Chau Kok Community Hall during the implementation period until further notice.

Paragraph 5 (u)

Arrangements in times of typhoons: CC/CH will be closed when typhoon signal No. 8 or above is hoisted. When rainstorm black signal is issued, the organisation hirer may continue to stay in the CC/CH. When the signal is issued not less than one hour before the hired session starts, the CC/CH will be closed. After the signal is cancelled, the arrangements are as follows:

- ^ Cancelled at 7:00 am / 9:00 am or after → Closed for the morning sessions (^7:00 am to 1 pm / 9:00 am to 1:00 pm)
- Cancelled at 2:00 pm or after → Closed for the afternoon sessions (2:00 pm to 6:00 pm)
- Cancelled at 6:00 pm or after → Closed for the night sessions (6:00 pm to 10:00 pm)

^ Only applicable to the bookings of Kwong Yuen Community Hall, Lung Hang Estate Community Centre (the hall only), Sha Kok Community Hall, Pok Hong Community Hall, Hin Keng Neighbourhood Community Centre, Mei Tin Community Hall, Heng On Estate Community Centre, Chun Shek Community Hall, Lek Yuen Community Hall, Sun Tin Wai Community Hall, Wo Che Community Hall, Lee On Community Hall and Yuen Chau Kok Community Hall during the implementation period until further notice.

Note: Since the above scheme on extension of opening hours of CC/CH is funded by the STDC, the applicant organisation should also meet the requirements set out in the *Sha Tin District Council Fund Application Procedures and Regulations*.

(2) Sha Tin District Council Neighbourhood Activity Centre Scheme

The District Facilities Management Committee of the Sha Tin District Council has endorsed the booking arrangements for the Sha Tin District Council Neighbourhood Activity Centre. The details are as follows:

Implementation period: starting from October 2010 until further notice

- (a) Name : Sha Tin District Council Neighbourhood Activity Centre
- (b) Address : Hall of Integrated Vocational Development Centre, Area 92, Yiu On Estate, Ma On Shan, Sha Tin, New Territories.
- (c) Contact Tel. No. : 2606 5012
- (d) Venue for hiring : Hall

- (i) Area (m<sup>2</sup>): 587
- (ii) Maximum Capacity: 390
- (iii) Basic Facilities: Badminton court and table tennis table
- (iv) Rates of Charges for the Use of Facilities (\$):
- Multi-purpose Hall – basic charge (per hour): 70
  - Air-conditioning (additional charge per hour): 615

- (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 2(d)(ii).)

Public Holidays                closed

(f) Guidelines on the use of facilities:

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

(3) Trial Scheme on Partitioning of Yuen Chau Kok Community HallImplementation period: starting from May 2017 until further notice

The details of implementation of partitioning of Yuen Chau Kok Community Hall (Yuen Chau Kok CH) are as follows:

	Implementation period of partitioning arrangement	Session with partitioning arrangement
Multi-purpose Hall (partitioned into Area A (including the stage) and Area B (excluding the stage))	Friday (except public holidays)	9:00 am to 10:00 pm (whole day)

The procedure for booking the sessions without partitioning arrangement of Yuen Chau Kok CH is the same as that of the first, second and third round booking in force.

For booking of the sessions with partitioning arrangement of Yuen Chau Kok CH (every Friday), an applicant organisation shall complete the “Application for Use of Facilities in Yuen Chau Kok Community Hall” form.

In addition, during the implementation period, the relevant regulations in the *Guidelines on the Use of Facilities in Sha Tin CC/CH* will be amended as follows:

Paragraph 3(e)

Minimum number of participants

The actual number of participants using the hall for any round of application shall not be less than 10. **During the implementation period, the minimum actual numbers of participants using Yuen Chau Kok CH are listed below:**

	Area (m <sup>2</sup> )	Minimum actual number of participants
<b>Multi-purpose Hall</b>	<b>453</b>	<b>10</b>
<b>Partitioned Hall Area A</b>	<b>240</b>	<b>8</b>
<b>Partitioned Hall Area B</b>	<b>213</b>	<b>8</b>

In addition, the organisation that uses the partitioned hall or conference room shall not hold activities that may generate a loud noise to avoid causing any nuisance to other users in the hall.

Arrangements to be made in case of failure of folding partitions

If a venue cannot be divided into two parts due to failure of the folding partitions, and more than one partitioned area is hired by organisations within the same session, both organisations can continue to use the venue provided that they agree to such an arrangement. If either of the parties disagrees, priority to use the whole venue will be given to the organisation that has hired Area A. The approval for the other organisation to use the partitioned area will then be cancelled.