

**Guidelines and Conditions on the Use of Facilities Available in  
Islands District Community Halls  
Discovery Bay / Tung Chung Community Hall  
(July 2016)**

**1. ELIGIBILITY CRITERIA FOR THE USE OF THE FACILITIES**

The eligibility criteria for the use of facilities available in Community Halls (CHs) are as follows –

- (a) Applicant must be a lawful organisation or an organisation approved / sponsored by the government, such as:
  - (i) Subvented welfare agencies;
  - (ii) Subvented educational institutions and non-profit making schools;
  - (iii) Charitable organisations;
  - (iv) Lawful organisation or a non-profit-making organisation sponsored by the government departments, such as Mutual Aid Committees, Kai Fong Welfare Associations;
  - (v) Local Committees approved by the government (such as Area Committee, Summer Youth Programme District co-ordinating Committees, District Fight Crime Committees, etc.);
  - (vi) Islands District Council or its sub-committees or working groups;
  - (vii) Government departments or public organisations;
  - (viii) Councillors' offices of various tiers.
- (b) Applications from other organisations/institutions will be considered separately on the merit of the activities.
- (c) Applications from commercial organisations will not normally be accepted. Nevertheless, Islands District Office (IsDO) has discretion to approve applications from commercial organisations provided that the activity has a clear public interest dimension and is of public concern to the local community and that the provision of the venue in a CH within the District will greatly facilitate the attendance and participation of the local community. Applications from non-commercial organisations for organizing activities which would make a profit would be considered if the nature of the activities is for community building and for good causes.
- (d) Applications from individuals will be restricted to the badminton court only and priority will be given to the organisations as listed above. The activity should be beneficial to the local community.
- (e) To facilitate the Leisure and Cultural Services Department (LCSD) in arranging leisure activities for residents in Discovery Bay, priority will be given to LCSD during the prior booking and first-come-first-served allocation period in organizing leisure activities in Discovery Bay Community Hall. No limitations on the number of sessions to be applied by LCSD in organizing leisure activities. (This arrangement is only applicable to Discovery Bay Community Hall.)
- (f) The proposed activities must be in line with the **public interest** and conform to the guidelines on the use of the Discovery Bay / Tung Chung Community Hall. Neither shall they be in breach of the law or disrupting public order, nor shall there be any commercial or profit-making purposes.

**2. PROCEDURE FOR APPLICATION/PAYMENT OF CHARGES**

- (a) The applicant should submit, at least 7 working days in advance, a completed application form setting out the co-organiser, if any, specifying the purpose and the programme of the proposed activities by fax to 2815 2291 or by post to 20<sup>th</sup> Floor, Harbour Building, 38 Pier Road, Central, Hong Kong. You may also submit the form in person during normal office hours. The applicant may apply for waiver of hire charges at the same time if it and its co-organizer, if any, can satisfy the conditions set out in [Annex I]. Telephone or verbal advance booking of venue will not be accepted.

- (b) Application forms are obtainable at CHs and Public Enquiry Service Centres of the IsDO, or you may download the form from the homepage of Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)). For enquiries, please call 2852 4338.
- (c) For booking for the use of multi-purpose hall, the minimum number of participants should not be less than 10.
- (d) If it is the first time the organisation submits its application, the organisation **must** also submit the approval letter for exemption of tax issued by the Inland Revenue Department in accordance with Inland Revenue Ordinance Section 88, or the Certificate of Registration of Society issued by the Hong Kong Police Force in accordance with Societies Ordinance Section 5A(1).
- (e) All valid application forms must bear the signature of the organisation's officer-in-charge together with its official stamp.
- (f) The CHs are available for use during Monday to Sunday (except Lunar New Year's Day, the second and third days of Lunar New Year, Christmas Day and the first weekday after Christmas Day in 2015) from 10:00 a.m. to 10:00 p.m. **For every Wednesday between July and December 2015, the multi-purpose hall at Tung Chung Community Hall will be partitioned and the timeslots concerned will be designated as "Partitioned Hall Timeslots", please refer to Annex V for detailed arrangements.**

**Lots Drawing Mechanism (for prior bookings three months in advance)**

- (g) Booking applications can be made to the IsDO three months prior to each quarter according to the time frame specified below.

<b>Booking Period</b>	<b>Start Date and Time of Application</b>	<b>Deadline for Application</b>	<b>Date of Drawing Lots</b>	<b>Date of announcement of results</b>
First Quarter (January – March)	9:00 a.m., on the first working day in October of the preceding year	5:00 p.m., on the fifth working day in October of the preceding year	The first working day of the third week in October of the preceding year	The third working day after drawing of lots
Second Quarter (April – June)	9:00 a.m., on the first working day in January of the same year	5:00 p.m., on the fifth working day in January of the same year	The first working day of the third week in January of the same year	The third working day after drawing of lots
Third Quarter (July – September)	9:00 a.m., on the first working day in April of the same year	5:00 p.m., on the fifth working day in April of the same year	The first working day of the third week in April of the same year	The third working day after drawing of lots
Fourth Quarter (October – December)	9:00 a.m., on the first working day in July of the same year	5:00 p.m., on the fifth working day in July of the same year	The first working day of the third week in July of the same year	The third working day after drawing of lots

- (h) During the prior booking period, the number of timeslots by each applicant is limited as follows:-
- For the following timeslots, each applicant may book a maximum of **ten hours** in **two days** -
    - Monday to Friday : **5:00 p.m. – 10:00 p.m.**
    - Saturday and Sunday : **10:00 a.m. – 10:00 p.m.**
  - For the following timeslots, each applicant may book **within a twelve week** period, a **two-hour session** per week (i.e. not more than **twenty-four hours**) -
    - Monday to Friday : **10:00 a.m. – 5:00 p.m.**

IsDO may reject applications with the number of timeslots exceeded the above limits.

- (i) If there are more than one application for the same timeslot, allocation will be determined by drawing lots. The result will be announced to the applicants by facsimile or by post and displayed on the CH notice board. Unsuccessful applicants who wish to book another timeslot are required to submit fresh applications.
- (j) After the prior booking period, unallocated timeslots will be allocated on a first-come-first-served basis. The allocation mechanism for the first-come-first-served basis is listed as follows:-
- (i) If the applicant submits applications for organizing continuous courses / trainings, IsDO will accept the applications to be processed on a first-come-first-served basis starting from 9:00am on the first working day after the date of announcement of results. The applicant may book no more than **12 sessions** in each quarter, each session in **2 hours**.
- (ii) If the applicant submits applications for one-off use of facilities, IsDO will accept applications to be processed on a first-come-first-served basis starting from 9:00am on the first working day after the date of announcement of results. Applications for one-off use will be processed on a monthly-cumulative basis, the applicant can only book for one-off use of facilities within three months (i.e. in the same month when the application is submitted (the Application Month) and the following two consecutive months). Details are as follows:-

Applicant may submit applications for one-off use of facilities:-

- a) to be used in the second month from the Application Month for no more than **2 sessions**, each session in **2 hours**,
- b) to be used in the first month from the Application Month for no more than **4 sessions**, each session in **2 hours**; and
- c) to be used in the Application Month for no more than **8 sessions**, each session in **2 hours**. Applicant may submit applications for one-off use of facilities under a), b) and c) every month.

Example: Applicant A may submit applications in May for one-off use of facilities in July for no more than 2 sessions. Applicant A may submit applications again in June for one-off use of facilities in August for no more than 2 sessions, and additional applications for one-off use of facilities in July for no more than 4 sessions. In July, Applicant A may submit applications for one-off use of facilities in September for no more than 2 session, additional applications for one-off use of facilities in August for no more than 4 sessions, and additional applications for one-off use of facilities in July for no more than 8 sessions. The applications by Applicant A will be processed monthly and allocated on a first-come-first served basis.

If all the applications submitted by Applicant A in May, June and July are being accepted, the maximum number of sessions to be allocated to Applicant A as at July is listed as follows:-

July: A total of 14 sessions

August: A total of 6 sessions

September: A total of 2 sessions

(To facilitate the new arrangements, IsDO will accept applications for one-off use of facilities in July 2016, starting from 9:00am on the first working day of May 2016. The first-come-first-served allocation arrangement of unallocated timeslots in April to June 2016 will remain unchanged.)

- (iii) IsDO recommends applicants to submit this type of application by fax to 2815 2291 or in person to our Central office. Applicants are required to submit applications at least 7 working days before the day of event, please refer to 2(a) above for details.

- (k) If the applicant can prove that the activity is an annual event, booking of venue can be made one year in advance. IsDO will determine whether to approve the application in accordance with the information provided by the applicant.
- (l) The applicant will be informed in writing of the outcome of its application as soon as possible. Any addition or change of the co-organiser as set out in the application form is not permitted without approval.

### **Charges and Amendments**

- (m) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required. Please refer to [Annex I] for the rates of charges for using Islands District CHs.
- (n) The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note will serve as a permit for use of the facilities and should be presented to the Officer-in-charge of the CH before the scheduled activities can commence. No cash should be handed to any officers of the CH.
- (o) The applicant shall be refused the use of the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (p) Notification of cancellation of the proposed activities given 7 working days in advance may be accepted. Necessary action will be taken to refund any payment already made on production of receipted Demand Note. Payment will be forfeited if applicants fail to give notification in the required manner.
- (q) If the venue has to be reserved for departmental use under emergency relief arrangement: for example, to accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, the applicant so affected will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.
- (r) If an applicant fails to turn up without the notification required by 2(p) above, any amount paid will be forfeited.
- (s) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at [Annex II]) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant is found not eligible for waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant need not attach any receipts/supporting documents to the self-certified statement of account. However, as IsDO will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
- (t) Notification of any change to the entries made in the application form must be given to the IsDO in writing at least 7 working days in advance before the day of event, together with explanation. IsDO has the right to withdraw the approval granted for the use of facilities in the CH in view of the proposed changes.
- (u) The applicant ***must not on its own let*** the venue to other organisations or other units within the organisation. In case of any breaches, the approval granted for the use of facilities in the CH will be withdrawn immediately and fees paid will be forfeited.

### **Remarks**

- (v) IsDO reserves the right of approval. The approval is based on information of event and organisation's nature. IsDO will examine the details of event and the nature of community and can disapprove the application for using CH and facilities of any applicants and community. IsDO can cancel any approved application and amend the Guideline if necessary.

### 3. REGULATIONS AND CONDITIONS TO BE FOLLOWED BY APPLICANT

- (a) The event must not contradict with law or harass the public. (Please note : Under Public Order Ordinance, Chapter 245 Laws of Hong Kong, any individual or group wishing to hold public meetings has to notify the Commissioner of Police in advance if the meeting is going to take place with the presence of more than 50 people. Any gathering or assembly of persons convened or organized exclusively for social, recreational, cultural, academic, educational, religious or charitable purposes or as a conference or seminar bona fide intended for discussing social, recreational, cultural, academic, educational, religious, charitable, professional, business or commercial topics are excluded from the interpretation of public meetings.)
- (b) To ensure fire safety, the following regulations and conditions should be followed by the applicant:
- (i) For both indoor and outdoor activities/functions
- The premises are used for the designated activities/functions.
  - No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
  - No decoration of readily combustible materials is used.
  - Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
  - The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
  - No scenery or decorations of readily combustible nature should be erected on the stage.
  - No objects or banners shall be attached, stuck or hanged on the curtains on the stage.
  - No hydrogen-filled balloon of readily combustible nature should be erected on site.
  - All exit doors shall remain unlocked.
  - All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.
- (ii) For outdoor functions/activities
- The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings.
  - Only electric lighting should be used for illumination purpose.
  - Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth.
  - One 9-litre water/CO<sub>2</sub> fire extinguisher should be provided at the following locations:
    - ✧ at the command post; and
    - ✧ at the main entrance.
- (c) The Multi-purpose Hall is not suitable for ball games. If other indoor sports activities are held in the Multi-purpose Hall, the applicant organisation must ensure that the flooring is not damaged. Participants in sports activities must wear sports shoes. If dance activities are held in the hall, participants in dance activities must wear gymnastics shoes/canvas shoes or shoes that will not damage the flooring. Participants of other activities also should not wear shoes that may damage the flooring.
- (d) Organisations intending to use tables, chairs, dressing rooms, lighting, sound or other equipment should inform the staff members of the IsDO in advance for the necessary arrangement. The organisation's designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he or she should ensure that all tables, chairs and items on loan are put in their original locations or returned to the duty officer of the CH, and that all rubbish is properly disposed of. In case of any damage of facilities/items on loan, the IsDO reserves the right to take action against the liable party.
- (e) The gathering or activities must be held in accordance with the programme previously submitted by the applicant. Activities conducted and noise produced thereby must not interfere with other

activities taking place in the CH or cause nuisance to the residents in the neighbourhood.

- (f) No posters, slogans, banners or portraits may be posted or hung when using the hall, unless prior approval from the officer-in-charge has been obtained. The applicant shall maintain good order and discipline during the activity. Chanting of slogans or holding activities that disturb public order are prohibited. No sprinkling of powder on the floor is allowed.
- (g) User organisation fulfilling the following requirements can apply for putting up a poster for a period of not more than 7 days, including the date of the event, on the notice board of the respective CH. Subject to the availability of space, the applications will be processed on a first-come-first-served basis and the spot will be designated by the IsDO.
  - (i) the user is a non-profit-making organisation;
  - (ii) the target number of participants of the event is over 25 persons;
  - (iii) the poster size is A3 or smaller; and
  - (iv) the poster only contain information relating to the activity to be held at the CH and does not contain any advertisement.
- (h) ***Eating, smoking and burning of any articles are strictly prohibited*** in the CH (including the Hall, Conference Room and Lobby). In case the user organisation is approved to use the Multi-purpose Hall and dressing room(s) for organising a whole day event, their staff will be allowed to eat in the dressing room(s). The user organisation is required to clean up and dispose of the rubbish properly, failing which may attract demerit points under the Demerit Points System.
- (i) The applicant shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as adhesive tape, lacquer, paints or other similar material on the walls, furniture, flooring and other equipment. If required, equipments and other objects should be moved with care in the CH. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.
- (j) Unless agreed upon by the IsDO, no additional structures(such as altar) shall be erected in the CH.
- (k) No donation, sales, bidding or auction activities shall be conducted in the CH, with the exception of permit-holders.
- (l) The applicant shall restore the facilities to their original conditions and clean up the place after use, otherwise cleaning fee will be charged by the CH. Upon leaving the venue, organisations using the venue should remove all the bulky rubbish (such as flower baskets, paper cartons) to the refuse collection points, while the less bulky rubbish, after proper disposal, may be placed in the rubbish bins located in the loading/unloading area on the Ground Floor of Discovery Bay / Tung Chung Community Hall. No rubbish should be placed inside the CH or outside its entrance.
- (m) Organisations are advised to provide staff cards for their workers, which should be worn to facilitate identification.
- (n) The applicant organisation is responsible for taking out insurance coverage for the activity.
- (o) Organisations or participants must safe-guard their own properties. If the use of lockers in the changing room is required, organisations are advised to submit an application to the staff members of the CH in advance. IsDO is not responsible for any loss or damage to the property.
- (p) No additional electric appliances and lighting equipment are to be installed in any part of the CH unless prior permission from the officer-in-charge has been obtained. The lighting system, once connected to the power supply, should not be relocated under any circumstances, to avoid mechanical damage to the system and any threat to personal safety.
- (q) The applicant may provide its own sound equipment. If audio-visual or stage lighting equipment within the CH is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the venue. Upon approval, the

applicant should make available an experienced technician or operator to operate the control panel and notify the officer in charge of the CH. The applicant shall assume full responsibility for any damage caused. If lighting adjustment is required, people at the front stage must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the CH. As instructed by the Electrical and Mechanical Services Department, no objects are to be hanged to the lighting stand to prevent overloading and reflective or colour paper should not be attached to the lighting equipment.

- (r) Staff members of the IsDO shall have the right to enter, at any time, any part of the CH used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe these conditions, the staff members may terminate the right of use at any time, have the place cleared and any fees paid will be forfeited.
- (s) The applicant must ensure that the number of participants *does not exceed* the expected number of participants stated in the application form or the maximum capacity of the venue (i.e. 450 people). For the sake of public safety, staff members of the CH have the right to apply control over the number of participants, or terminate the applicant's use of the venue immediately and the applicant shall have to clean the venue.
- (t) **The applicant should strictly abide by these guidelines, regulations and conditions, failing which demerit points will be given. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for "Minor Breaches", 5 points for "Serious Breaches" to 10 points for "Very Serious Breaches", having regard to the seriousness of the breach. Once an applicant has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs in the district in the next two quarters or the use of the facilities in CH may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at [Annex III].**
- (u) The Home Affairs Department has entered into licence agreements with Composers and Authors Society of Hong Kong Limited (CASH), Phonographic Performance (South East Asia) Limited and Hong Kong Recording Industry Alliance Limited for the performance of copyright literary and musical works, playing and showing of sound recordings, music videos and karaoke videos controlled or administered by the three licensing bodies at CHs. The applicant 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 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 [Annex IV]. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CH used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.
- (v) (i) Subject to clause 3(u), the applicant 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 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 the relevant copyright owners.  
  
(ii) The applicant 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.
- (w) 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.

- (x) If the applicant 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.
- (y) The applicant, and its members, partners, employees, contractors, agents and licensees (each a "Related Person" and together "Related Persons" of the applicant) whether as invitees or otherwise, whilst using or present at the CH are there entirely at their own risk. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:
- (i) any loss of or damage to any of the applicant's property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or Negligence of the Government and any of its employees, agents or otherwise); or
  - (ii) any injury to or death of the applicant or any of its Related Persons (save and except any such injury or death caused by the Negligence of the Government or any of its employees or agents),
- which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH by the applicant or any of its Related Persons.
- (z) The applicant shall indemnify and keep the Government fully and effectively indemnified against:
- (i) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (the "Claims"); and
  - (ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims,
- which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 3(l) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).
- (aa) The applicant 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 or any of its Related Persons.
- (ab) For the purposes of clauses 3(y), 3(z) and 3(aa), "Negligence" shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).
- (ac) The District Office may cancel the applicant's booking or terminate the applicant's right of use of the CH if the applicant fails to observe or perform any of the regulations and conditions contained herein.
- (ad) Expiry of the approved period of use of the CH 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 3(z) and 3(aa)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

#### 4. REMARKS

IsDO reserves the right to amend "Guidelines and Conditions on the Use of Facilities Available in Community Hall" without further notice.

Islands District Office  
July 2016



**Rates of Charges and Exemption from Payment of Charges  
for Use of Discovery Bay / Tung Chung Community Hall**

**Exemption from Payment of Charges**

- (1) The facilities may be made available to other Government departments and this Department 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 institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112);
  - (v) Non-profit making organisations which are registered under the Societies Ordinance (Cap. 151); or incorporated under the Companies Ordinance (Cap. 32); and their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution;
  - (vi) local committees/organisations recognized by the Government, such as District Youth Programme Committees, District Fight Crime Committees, Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

**Rates of Charges for Use of Facilities in  
Discovery Bay / Tung Chung Community Hall  
(with effect from : 1.4.2012)**

<u>Facility</u>	<u>Rate(per hour)</u>	<u>Remarks</u>
Multi-purpose Hall - basic charge	\$90	Chairs provided. Applicant to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall - air-conditioning charge	\$140	
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 provided.
Conference Room - air-conditioning charge	\$10	
Badminton Court - basic charge	\$68	
Badminton Court - air-conditioning charge	\$140	

To: Islands District Office

**Exemption of Charges for Use of Facilities in  
Discovery Bay / Tung Chung Community Hall  
Statement of Account**

**Section A : Basic Information**

Name of Community Hall/Community Centre: \_\_\_\_\_

Facility Rented: \_\_\_\_\_ Name of Activity: \_\_\_\_\_

Applicant Organisation: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Period of Activity: \_\_\_\_\_

Number of participant: \_\_\_\_\_

**Section B : Balance** (up to \_\_\_\_\_ )

(A)	Total Income (Details at Section C)	\$
(B)	Total Expenditure (Details at Section D)	\$
(C)	<b>Balance [(B)-(A)]</b>	<b>\$</b>

**Section C : Details of Income**

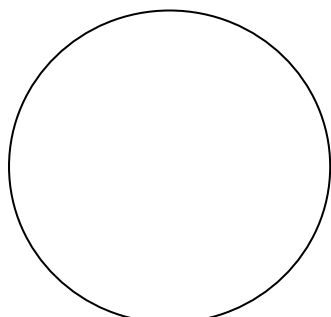
Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participants' fee</i>			
<i>e.g. 2 : Sponsorship by Company X</i>			
1.			
2.			
3.			
4.			
5.			
Total :			

**Section D : Details of Expenditure**

Items	Expenditure (\$)
1.	
2.	
3.	
4.	
5.	
Total :	

**Section E : Declaration by Authorized Person of Applicant Organisation**

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant organisation and co-organizer(s)(if any)
  - have not made any profit from the activity.
  - have made profit from the activity and agree to pay the hiring charges to the Government.



Official Chop of  
Applicant Organisation

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Post : \_\_\_\_\_  
Name of Organisation : \_\_\_\_\_  
Date : \_\_\_\_\_

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall/community centre.
2. If a fee-charging activity has been exempted from charges, the applicant organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant organisation need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant organisation must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Islands District Office, 20<sup>th</sup> Floor, Harbour Building, 38 Pier Road, Central, H.K.

**Demerit Points System**  
**(Applicable to Islands District Community Halls)**

**(A) Structure**

<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 breaches on the use of facilities, such as sprinkling of powder on the floor, failed to clean and restore the venue, etc.		
4	Minor misconduct, such as causing nuisance, hanging banner, putting up poster or slogans, eating at the venue without prior approval of DO.		
5	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity.		
6	Failed to submit an application for approval for alteration of the nature of activity 7 working days or more before the date of the activity.		
7	Failed to produce the approval letter for use of facilities in CH.		
8	Failed to vacate the venue on time.		
9	Number of participants exceeds the maximum capacity of respective CH.	Serious Breaches	5
10	Failed to provide post-activity statement of account within one month of completion of a fee-charging activity which has been exempted from charges.		
11	Failed to turn up.		
12	Altered the nature of activity without prior approval of DO.		
13	Permanent damage of the facilities, such as PA system, hardware that needs replacement. The organisation is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (Please refer to Part (B) point no. 3)
14	Serious misconduct, breaches, such as smoking, cooking and playing fireworks.		
15	Transfer of the allocated timeslot to another organisation.		
16	Holding of fee-charging activities against the original claim of non-fee charging		

Note : 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, the validity period as well as the consequences of accruing 10 points or more. For details, please refer to Part (B) points numbers 5 and 6.

## **(B) Rules under the Demerit Points System**

1. The Demerit Points System is district-based.
2. Under the Demerit Points System, an applicant organisation or hirer will get demerit points for breaching regulations and conditions. Demerit points are given for each breach and counted individually, irrespective of whether the breach takes place in the same activity. Each breach will attract demerit points ranging from 3 points for a “Minor Breach”, 5 points for a “Serious Breach” to 10 points for a “Very Serious Breach”, having regard to the seriousness of the breach. For an application which includes a co-organizer, only the applicant organisation or hirer will be served the demerit points for breaches of regulations and conditions.
3. Once an organisation or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs within the same District in the next two quarters. All the points that led to the ban will be cleared. Demerit points arising from new breaches of guidelines and regulations will be counted afresh. If the organisation concerned has been allocated other sessions in the present quarter and/or the next quarter, it may continue to use the allocated sessions up to the quarter(s) concerned unless otherwise directed.
4. In the event that an organisation commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first for the purpose of imposing a ban from booking of CH 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.

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**Guidelines and Conditions on the Use of Movable Partition  
in Multi-purpose Hall at Tung Chung Community Hall  
(Applicable to Bookings between July and December 2015)**

**I. Details of Partitioned Multi-purpose Hall**

- (a) to facilitate concurrent use of the multi-purpose hall by different organisations, the multi-purpose hall at Tung Chung Community Hall will be partitioned on every Wednesday in the 2 quarters from July 2015 until December 2015, and the opening time will be divided into 6 fixed timeslots (“Partitioned Hall Timeslots”) as follows for bookings:

10:00 a.m. to 12:00 noon	12:00 noon to 2:00 p.m.
2:00 p.m. to 4:00 p.m.	4:00 p.m. to 6:00 p.m.
6:00 p.m. to 8:00 p.m.	8:00 p.m. to 10:00 p.m.

Organisations allocated with the aforementioned fixed timeslots will be able to use only a designated portion of the multi-purpose hall after the setting up of the movable partition wall panels (i.e. the “Partitioned Hall”).

- (b) interested organisations should indicate their preferred partitioned hall and timeslots on the application form and submit the booking application through normal procedures.
- (c) the applicant may submit separate booking applications for the **front portion of the partitioned hall (including stage) [Zone A]** and the **rear portion of the partitioned hall [Zone B]** using 2 application forms. However, to ensure more organisations could use the partitioned halls, the same organisation will **not** be allocated with both Zone A and Zone B for the same timeslot (For example: if organisation A has been allocated with Zone A from 10:00 a.m. to 12:00 noon on a Wednesday, then Zone B at the same timeslot will be made available for use by other organisations)

**II. Guidelines and Conditions to be followed by the User Organisation**

- (a) the applicant/user organisation should take notice of the size and minimum number of participants required for using the partitioned halls as follows :

	Area (square metre)	minimum number of participants	Rate (per hour) - basic charge	Rate (per hour) - air-conditioning charge
Front portion of the partitioned hall (including stage) [Zone A]	237	6	\$50	\$89
Rear portion of the partitioned hall [Zone B]	180	6	\$40	\$38

- (b) the user organisation must not produce excessive noise interfering other activities taking place in the hall. In case of dispute involves noise nuisance, the staff members of the IsDO shall have the right of final decision.
- (c) the applicant / user organisation of Zone B will not be able to use the stage sound system, however lighting will be provided. If necessary, portable projection and sound system is available for use in Zone B.
- (d) to ensure fairness, the user organisation may only use the allocated portion of the partitioned hall. If the other portion of the partitioned hall is unallocated, the user organisation may also use the unallocated portion, however, the partition wall panels will not be removed.

### **III. Arrangements in case of Partition Wall Panel Failure**

- (a) in case a user organisation allocated with the entire multi-purpose hall (on other days of week) but the partition wall panels could not be removed due to failure, IsDO will inform the affected organisation as soon as possible and the affected user organisation may decide to continue using the hall or not.
- (b) in case two user organisations allocated with the partitioned halls but the partition wall panels could not be set up due to failure, the user organisation allocated with Zone A would have priority to use the hall and the approved booking for Zone B will be cancelled. IsDO will inform the affected user organisations as soon as possible. If the user organisations of Zone A and Zone B could reach a mutual agreement, IsDO will allow the organisations to continue holding their own activities concurrently in the hall.

### **IV. Enquiry**

For enquiry on the abovementioned arrangements, please contact IsDO on 2852 4338.