

**Guidelines and Conditions on the Use of  
Community Hall / Community Centre in Sham Shui Po District**

1. Time and facilities available for booking

- (A) The addresses, telephone numbers and facilities available for booking of the 8 community centres and community halls (CC/CH) under the management of Sham Shui Po District Office (SSPDO) are set out in Appendixes 1-2. The facilities are available for booking from 9:00 a.m. to 10:00 p.m. daily, 13 sessions per day and 1 hour per session whereas each session starts and ends on the hour.
- (B) For booking of multi-purpose halls in CC/CH, the minimum number of participants is 10.

2. Eligibility criteria

The eligibility criteria for the booking of venues and facilities of CC/CH are given below:

- (A) The applicant should be a registered society, a charitable/non-profit making/non-commercial organization, a school, a Government recognized district committee/organization, or a Government Department. Application from organization/body or individual other than the above will be considered only under special circumstances.
- (B) The proposed activities must be in the interest of the public or serve the purpose of community building. Activities of commercial nature, in breach of the law or liable to cause social disorder will not be allowed.

3. Procedure for application/payment of charges

3.1 Submission of application

- (A) The applicant should submit, at least two weeks in advance, a completed **application form** to the SSPDO setting out the joint organizer/co-organizer, if any, and specifying the purpose and the programme of the proposed activity. A valid application form must bear the signature of the person-in-charge or authorized person of the applicant organization, specifying the name and title of the person-in-charge of the proposed activity, and affixed with official seal. If the proposed activity involves charges from the participants, the applicant must submit an estimate of income and expenditure for consideration.
- (B) **Application forms are** available at the CC/CH of Sham Shui Po District and the Sham Shui Po Home Affairs Enquiry Centre, and can be downloaded from the homepage of the Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)). For enquiries about the booking procedures, please contact our office at 2150 8127.
- (C) Applicant organization may submit the application form and other required documents by the following means:  
By fax or by email (Fax No. 2387 9805, E-mail address: [chcc\\_ssp@had.gov.hk](mailto:chcc_ssp@had.gov.hk))  
By post or submit in person to SSPDO, 4/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

### 3.2 Charges

Rates of charges for the use of the facilities of CC/CH are set out in Appendix 3. The rates of charges are subject to regular review and revision.

### 3.3 Exemption of Charges

- (A) The applicant and joint organizer/co-organizer, if any, meeting the conditions set out in Appendix 4, should submit its application with supporting documents to apply for rental exemption at the same time.
- (B) If a fee-charging activity has been exempted from charges, the applicant organization must submit a statement of account (see Appendix 5) certified by its authorized person within one month after conclusion of the activity to prove that no profit has been made from the activity. The applicant needs not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as SSPDO will conduct random checks on statement 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 by SSPDO for random check. Such receipts/supporting documents must be signed, certified correct and affixed with official seal. If the applicant fails to provide the receipts/supporting documents to District Office for inspection upon request, it will be required to pay back the exempted charges.
- (C) If the applicant is found not eligible for waiver of charges after such waiver has been granted or fails to produce relevant receipts and supporting documents for examination upon our checking the statement of account of fee-charging activities (see clause 3.3(B) above), it will be required to pay back the exempted charges as soon as possible.

## 4. Advance Booking System

4.1 Applicant intends to apply for the use of facilities of CC/CH may, depending whether it is a local organization (i.e. whether an organization, when making its application, has an office in Sham Shui Po District), make advance bookings according to the following mechanism and timetables.

### 4.2 Advance Booking System and Timetable for Local Organizations

- (A) First round of booking applications submitted by local organizations will be processed by ballot. Unallocated timeslots will then be released for application on first-come-first-served basis.
- (B) We will receive quarterly advance bookings from local organizations. The booking timetable is given in below:

<u>Booking Period</u>	<u>1<sup>st</sup> Round of Application</u>	<u>Ballot Day &amp; Announcement of Results</u>	<u>2<sup>nd</sup> Round of Application</u>
1 <sup>st</sup> Quarter (Jan to Mar)	3 <sup>rd</sup> Quarter of preceding year (last 5 working days in Sep, counting from 00:00 on the 1 <sup>st</sup> working day to 23:59 on the 5 <sup>th</sup> working day)	4 <sup>th</sup> Quarter of preceding year (drawing lots on 8 <sup>th</sup> working day in Oct; announce the priority of applicant within two days of lots drawing; announce unallocated slots on the last working day in Oct)	4 <sup>th</sup> Quarter of preceding year (Commence at 9:00 a.m. on the 5 <sup>th</sup> working day in Nov)
2 <sup>nd</sup> Quarter (Apr to Jun)	4 <sup>th</sup> Quarter of preceding year (last 5 working days in Dec, counting from 00:00 on the 1 <sup>st</sup> working day to 23:59 on the 5 <sup>th</sup> working day)	1 <sup>st</sup> Quarter (drawing lots on 8 <sup>th</sup> working day in Jan; announce the priority of applicant within two days of lots drawing; announce unallocated slots on the last working day in Jan)	1 <sup>st</sup> Quarter (Commence at 9:00 a.m. on the 5 <sup>th</sup> working day in Feb)
3 <sup>rd</sup> Quarter (Jul to Sep)	1 <sup>st</sup> Quarter of the year (last 5 working days in Mar, counting from 00:00 on the 1 <sup>st</sup> working day to 23:59 on the 5 <sup>th</sup> working day)	2 <sup>nd</sup> Quarter (drawing lots on 8 <sup>th</sup> working day in Apr; announce the priority of applicant within two days of lots drawing; announce unallocated slots on the last working day in Apr)	2 <sup>nd</sup> Quarter (Commence at 9:00 a.m. on the 5 <sup>th</sup> working day in May)
4 <sup>th</sup> Quarter (Oct to Dec)	2 <sup>nd</sup> Quarter of the year (last 5 working days in Jun, counting from 00:00 on the 1 <sup>st</sup> working day to 23:59 on the 5 <sup>th</sup> working day)	3 <sup>rd</sup> Quarter (drawing lots on 8 <sup>th</sup> working day in Jul; announce the priority of applicant within two days of lots drawing; announce unallocated slots on the last working day in Jul)	3 <sup>rd</sup> Quarter (Commence at 9:00 a.m. on the 5 <sup>th</sup> working day in Aug)

### First Round of Booking

- (C) On the last 5 working days of each quarter, we will accept applications for venues of the second next quarter. Early, late or repeated applications will not be accepted.
- (D) Upon receipt of applications, we will process the applications in the following manners:
- (a) First round of bookings will be processed by ballot on the 8<sup>th</sup> day of the 1<sup>st</sup> month of each quarter (i.e. January, April, July and October) to decide the priority of the applicants. Applicants may choose to assign at most one representative to attend the ballot conducted at 3pm in the Conference Room of Nam Cheong District Community Centre (NCDCC). No separate notification on the time, date and

place of ballot will be given. Representatives of applicant organizations who wish to observe the ballot may attend according to schedule. In the event of a Tropical Cyclone Signal No.8 or above is hoisted or a Black Rainstorm Warning is issued by the Hong Kong Observatory, the ballot will be deferred to the next working day at 3pm at the Conference Room of NCDCC. In case of changes to the ballot schedule due to other reasons, we will notify the applicants separately. Successful applicants will be notified in writing of the booking results of the ballot.

- (b) We will announce on the last working day of the 1<sup>st</sup> month of each quarter the all unallocated timeslots of the 8 CC/CHs.
- (E) Each applicant can only apply for not more than a total of 240 hours for each quarter, the upper limit for a CC/CH is 80 hours.
- (F) Each applicant should submit one application form for each activity. Each application form should only for the use of one CC/CH and the timeslot applied should start and end on the hour.
- (G) Applicants may indicate a Next Preferred Option of timeslot for their activity. In handling applications:
- Most Preferred Option will be awarded if the respective time slots have not been occupied;
  - Time slots of the Next Preferred Option will be allocated if that of the Most Preferred Option has been occupied;
  - If the Most Preferred Option has been occupied in part, the option with longer hours will be awarded
- (H) If an applicant applies for more than one activity or venue, he should submit the Summary Table at Annex 1 to the application form, summarizing the priority and number of hours of his bookings. If the total hours of booking exceed the upper limit given in clause 4.2(E) above, we will process its bookings according to the priority set out by the applicant and exclude from the ballot the activities which have exceeded the time limit.
- (I) If the timeslots in question overlap with the activity timeslots or reserved timeslots mentioned in paragraph 7 below, the application will be processed on the basis of the principles set out in clause 4.2(G) above.

#### Second Round of Booking

- (J) As mentioned in clause 4.2(D) above, we will announce the unallocated timeslots of the 8 CC/CH on the last working day of the first month of each quarter. Applicants may submit applications on specified dates for the second round of booking (see specified dates in the table under clause 4.2(B) above).
- (K) Applicants who have already been allotted with timeslots after drawing of lots may also apply.
- (L) We will allocate the remaining timeslots on first-come-first-served basis according to the date and time of receipt of the applications.

- (M) Approval will only be given to not more than 20 hours of booking a day on first-come-first-served basis. Nevertheless, in calculating the number of hours of hours of bookings, each kind of facility in a CC/CH, including multi-purpose hall, conference room, activity room and open-air playground, will be treated separately. For instance, approval will be given to an applicant who applies to book the hall of a CC/CH for a period of 20 hours and the conference room of the same CC/CH for a period of 20 hours in the same day. If an applicant submits application for booking the facilities for a period in excess of the allowable hours a day (i.e. 20 hours per day per applicant), the unapproved hours of booking will be carried forward to the following day and be processed together with other applications on a 20 hours-a-day basis.

#### 4.3 Advance Booking System and Timetable for Non-Local Organizations

- (A) Non-local organization (i.e. organizations that do not have any formal offices in Sham Shui Po District) can only apply for the use of venues two months in advance. For example, it may apply in January for the use of venues up to February of the same year.
- (B) We will offer the remaining timeslots on first-come-first-served basis according to the date and time of receipt of the applications from both local and non-local organizations.
- (C) As stated clause 4.2(M) above, approval will only be given to not more than 20 hours of booking a day on first-come-first-served basis. Nevertheless, in calculating the number of hours of hours of bookings, each kind of facility in a CC/CH, including multi-purpose hall, conference room, activity room and open-air playground, will be treated separately. For instance, approval will be given to an applicant who applies to book the hall of a CC/CH for a period of 20 hours and the conference room of the same CC/CH for a period of 20 hours in the same day. If an applicant submits application for booking the facilities for a period in excess of the allowable hours a day (i.e. 20 hours per day per applicant), the unapproved hours of booking will be carried forward to the following day and be processed together with other applications on a 20 hours-a-day basis.

#### 4.4 Announcement of Results

Applicants will be informed in writing of the outcomes of their applications as soon as possible. Any addition or change of the joint organizer/co-organizer as set out in the application form is not allowed without permission.

### 5. Payment and registration

- (A) Upon approval of the application, a Demand Note for the settlement of the charges will be mailed to the applicant if payment is required.
- (B) The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note, serving as a permit for use of the venue and facilities, should be presented by the applicant to the officer-in-charge of the CC/CH concerned before the scheduled activity begins. No cash should be handed to any staff members of the CC/CH.
- (C) The applicant shall be refused the use of the venue and facilities if he fails to produce the receipted Demand Note or the letter of approval for exemption of payment on site.

## 6. Cancellation of Booking

- (A) Written notification of cancellation of the use of the CC/CH facilities should be given to the SSPDO at least 14 working days in advance of the proposed activities. Necessary action will be taken to refund any payment already made on production of receipted Demand Note.
- (B) If a booked venue has to be reserved for departmental use under emergency relief arrangement, for example, to accommodate typhoon victims or shelter seekers during the activation of the temporary/cold/heat shelter, the applicant so affected will be informed as soon as possible. Any payment already made will be refunded on production of receipted Demand Note.
- (C) If an applicant fails to turn up without the notification required in clause 6(A) above, any amount paid will be forfeited.

## 7. Arrangement for Priority Booking/Reservation of Venues

- (A) Government departments will be accorded priority in booking venues.
- (B) Activities organized by District Council or its Committees/Working Groups will be accorded priority in booking venues.
- (C) The following periods are reserved for functional uses. Priority will be given to local Owners' Corporations, Mutual Aids Committees and management organizations formed under the Deeds of Mutual Covenant (such as Owners' Committee) for holding owners' meetings.

### Hall

<u>Date</u>	<u>Time</u>	<u>Venue</u>
1 <sup>st</sup> Sat	5:30 p.m. to 10:00 p.m.	Nam Cheong District Community Centre
2 <sup>nd</sup> Sat	5:30 p.m. to 10:00 p.m.	Cheung Sha Wan Community Centre
3 <sup>rd</sup> Sat	5:30 p.m. to 10:00 p.m.	Shek Kip Mei Community Hall
4 <sup>th</sup> Sat	5:30 p.m. to 10:00 p.m.	Lai Kok Community Hall

### Conference Room

<u>Date</u>	<u>Time</u>	<u>Venue</u>
1 <sup>st</sup> Fri & 2 <sup>nd</sup> Sat	5:30 p.m. to 10:00 p.m.	Nam Cheong District Community Centre
3 <sup>rd</sup> Fri & 4 <sup>th</sup> Sat	5:30 p.m. to 10:00 p.m.	Shek Kip Mei Community Hall

- (D) If no booking for the reserved evenings has been received 4 weeks in advance, the timeslots will be open for application.

- (E) The following timeslots will be reserved for the conduction of major cleansing works in CC/CH:

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Every Mon	9:00 a.m. to 1:00 p.m.	Cheung Sha Wan Community Centre Pak Tin Community Hall Lai Chi Kok Community Hall
Every Tue	9:00 a.m. to 1:00 p.m.	Shek Kip Mei Community Hall
Every Wed	9:00 a.m. to 1:00 p.m.	Tai Hang Tung Community Centre Lai Kok Community Hall
Every Thu	9:00 a.m. to 1:00 p.m.	Mei Foo Community Hall
Every Fri	9:00 a.m. to 1:00 p.m.	Nam Cheong District Community Centre

8. Regulations and conditions to be followed by applicants

- (A) To ensure fire safety, the following regulations and conditions should be followed by the applicants:

(a) Indoor and outdoor activities

- The premises can only be used for the designated activities/functions.
- No change shall be 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 shall be used.
- Chairs, if provided for audience, shall be battened together in groups of no less than four and not more than fourteen per row.
- Power cable shall be so located that it will not pose a hazard to audience/participants.
- No scenery or decorations of readily combustible nature shall be erected on the stage.
- No hydrogen-filled balloons of readily combustible nature shall be hung at site.
- All exit doors shall remain unlocked.
- All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

(b) Outdoor activities

- The stage, if any, shall be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least six metres from other buildings.
- Only electric lightings shall be used for illumination purpose.

- Mill barriers shall be set up to bar off audience/participants from performing area, P.A. and lighting control booth.
  - One 9-litre water/CO2 fire extinguisher shall be provided at the following locations:
    - ◆ Command post;
    - ◆ Main entrance.
- (B) The number of participants should not exceed the maximum capacity of the venue.
- (C) All activities must be held in accordance with the programmes previously submitted by the applicants.
- (D) The applicant shall not post or hang posters, slogans, banners or portraits; nor allow animals except guide dogs in the CH/CC when using the facilities without prior approval from the District Office. The applicant shall maintain good order and discipline during the activity. No sprinkling of powder on the floor is allowed.
- (E) The applicant shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or other materials that are difficult to remove such as lacquer and paints on the walls, furniture, floors and other equipment. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the venue.
- (F) The applicant shall restore the facilities to their original conditions, clean up the site after use and hand back the venue at scheduled time.
- (G) The applicant may provide its own sound equipment. If audio-visual or stage lighting equipment within CC/CH 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. Upon approval, the applicant should employ experienced technician(s) or operator(s) to operate the control panel and notify the officer-in-charge of the CC/CH. The applicant shall assume full responsibility for any damage caused.
- (H) Air-conditioning service will be provided to the applicant upon prior application and payment of due charges set out in Appendix 3. For the sake of energy saving and prevention of abuse, air conditioning will only be provided when an outdoor temperature of 25.5°C or above has been recorded by the Hong Kong Observatory.
- (I) Smoking, cooking, lighting of fire (including ignition of any material) or using fireworks etc. is strictly prohibited within the facilities of all CC/CH (including indoor or outdoor areas).
- (J) No fund-raising, sales, bidding or auction activities should be conducted in the venue unless the applicant has obtained permits issued by the relevant government department and prior approval from the District Office.
- (K) No eating or drinking is allowed inside CC/CH unless prior approval from this office has been obtained. The guidelines on application for eating and drinking inside CC/CH and relevant application form are set out in Appendix 6 and Appendix 7



respectively.

- (L) Staff members of this office shall have the right to enter, at any time, any part of the CC/CH booked by the applicant and to 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 applicant's right of use at any time and have the place cleared.
- (M) 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/CCs. 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/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 [**Appendix 11**]. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CH/CC used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.
- (N) (i) Subject to clause 8(M), 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/CC 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/CC.
- (O) For the purpose of clause 8, "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.
- (P) 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.
- (Q) The applicant and its members, partners, employees, contractors, agents and licensees (hereinafter referred to as "stakeholders" of the applicant), whether as guests or not, are using or present at the CC/CH at their own risk. Neither the Government nor any of its employees, agents or contractors shall be liable whatsoever for or in respect of:
- (a) any loss of or damage to any of the applicant's property or that of any of its stakeholders however caused (whether by any act, omission, default or

negligence of the Government and any of its employees, agents or otherwise);  
or

- (b) any injury to or death of the applicant or any of its stakeholders (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 CC/CH by the applicant or any of its stakeholders.

- (R) The applicant shall indemnify and keep the Government fully and effectively indemnified against:

- (a) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (“Claims”); and
- (b) Any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims.

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CC/CH by the applicant or any of its stakeholders including any loss, damage, injury or death referred to in clause 8(Q) 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.

- (S) 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 stakeholders.

- (T) For the purpose of clauses 8(Q), 8(R) and 8(S), “negligence” shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap.71).

- (U) Without prejudice to the generality of the foregoing, the District Office has the authority to interpret and make exceptions to the regulations and conditions contained herein. The District Office may cancel the applicant’s booking or terminate the applicant’s right of use of the CH/CC if the applicant fails to observe or perform any of the regulations and conditions contained herein.

- (V) 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 8(R) and 8(S) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

- (W) This office shall have the right of not granting the use of a CC/CH (including the venue and the facilities thereof) to any applicant.

- (X) This office may at any time recover the granted venue and facilities for emergency

use but will notify the applicant at the earliest possible time.

9. The Demerit Points System

- (A) 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 takes place 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 CC/CH and using CH/CC facilities as joint organizer/co-organizer within the same district where it reaches or exceeds the demerit point threshold in the next two quarters, and the approval granted to it for use of CC/CH facilities will be withdrawn immediately where circumstances warrant. Details of the demerit points system are set out in Appendix 8.
- (B) To ensure that the facilities of CC/CH are properly used, staff member of SSPDO will carry out inspection, and jointly sign with the Person-in-charge of the Activity on the Inspection Checklist (Appendix 9) for record.
- (C) Examples showing the calculation of demerit points are at Appendix 10.

10. Arrangement under Typhoon or Rainstorm Warnings

- (A) In the event of a Tropical Cyclone Signal No.8 or above is hoisted or a Black Rainstorm Warning is issued by the Hong Kong Observatory, the CC/CH facilities will be closed. Users shall forthwith terminate the activity and leave the CC/CH, or stay in the CC/CH until conditions are safe for them to leave.

If Tropical Cyclone Signal No.8 or above is hoisted or a Black Rainstorm Warning is issued by the Hong Kong Observatory within two hours before the booked timeslot, the booked timeslot will be cancelled. In case of cancellation of the above signals/warnings, SSPDO will make arrangement as follows:

<u>Signal Cancellation Time</u>	<u>CC/CH Closing Time</u>
Signal cancelled between 9:00 a.m. and 11:00 a.m.	From 9:00 a.m. to 2:00 p.m. (Reopen after 2:00 p.m.)
Signal cancelled between 11:00 a.m. and 4:00 p.m.	From 2:00 p.m. to 6:00 p.m. (Reopen after 6:00 p.m.)
Signal cancelled at or after 4:00 p.m.	From 6:00 p.m. to 10:00 p.m.

11. Enquiry

- (A) Organizations which have made their bookings may call the CC/CH or SSPDO at the following telephone numbers for enquiries:

	<b>About arrangement of facilities on activity day</b>	<b>About loan of equipment and use of facilities</b>
	CC/CH Service hours: Mon to Sun (9:00 a.m. to 10:00 p.m.) Except Lunar New Year Holidays	SSPDO Liaison Team Service hours: Mon to Fri (9:00 a.m. to 1:00 p.m. & 2:00 p.m. to 6:00 p.m.)
Cheung Sha Wan Community Centre	2361 7787	2150 8145
Nam Cheong District Community Centre	2728 0283	2150 8142
Tai Hang Tung Community Centre	2776 8233	2150 8144
Lai Kok Community Hall	2386 4882	2150 8144
Shek Kip Mei Community Hall	2778 1127	2150 8142
Pak Tin Community Hall	27791162	2150 8144
Lai Chi Kok Community Hall	3528 0747	2150 8145
Mei Foo Community Hall	2743 3200	2150 8145

- (B) Others enquiries may be addressed to our staff at 2150 8127.

Sham Shui Po District Office  
June 2018

**Community Centres and Community Halls available for public use**

	<b><u>Community Centers/ Halls of Sham Shui Po District</u></b>	<b><u>Facilities available for booking</u></b>	<b><u>Seating capacity</u></b>
1.	<b>Cheung Sha Wan Community Centre</b> Address : 55 Fat Tseung Street, Cheung Sha Wan, Sham Shui Po, Kowloon Tel. : 2361 7787	Hall (can be set up as badminton court; male/female dressing room provided) Outdoor Play Area Multi-purpose Activity Room	300   30
2.	<b>Nam Cheong District Community Centre</b> Address : 1 Cheong San Lane, Sham Shui Po, Kowloon Tel. : 2728 0283	Hall (can be set up as badminton court; male/female dressing room provided) Basketball Court Conference Room	200   30
3.	<b>Tai Hang Tung Community Centre</b> Address : 17 Tong Yam Street, Tai Hang Tung, Sham Shui Po, Kowloon Tel. : 2776 8233	Hall (male/female dressing room provided) Basketball Court	300
4.	<b>Lai Kok Community Hall</b> Address : Lai Kok Estate, Cheung Sha Wan, Tel. Sham Shui Po, Kowloon : 2386 4882	Hall (male/female dressing room provided) Conference Room	250  8
5.	<b>Shek Kip Mei Community Hall</b> Address : Block 42, Shek Kip Mei Estate, Nam Cheong Street, Sham Shui Po, Kowloon Tel. : 2778 1127	Hall (can be set up as badminton court; male/female dressing room provided) Activity Room Conference Room Multi-purpose Activity Room	300   30 30 30
6.	<b>Pak Tin Community Hall</b> Address : Pak Tin Estate, 51 Pak Tin Street, Sham Shui Po, Kowloon Tel. : 2779 1162	Hall (can be set up as badminton court; male/female dressing room provided) Conference Room Stage Meeting Room	450   45 28
7.	<b>Lai Chi Kok Community Hall</b> Address : G/F., 863 Lai Chi Kok Road, Sham Shui Po, Kowloon (Entrance facing Sham Shing Road) Tel. : 3528 0747	Hall (can be set up as badminton court; male/female dressing room provided) Conference Room Stage Meeting Room	450   45 24
8.	<b>Mei Foo Community Hall</b> Address : 1/F & 2/F, Mei Foo Government Complex 33 Mei Lai Road, Mei Foo, Sham Shui Po, Kowloon Tel. : 2743 3200	Hall (can be set up as badminton court; male/female dressing room provided) Conference Room Stage Meeting Room	450   30 15

**Application should be submitted to:**

Sham Shui Po District Office (Administration Section)

4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

Fax : 2387 9805

Tel. : 2150 8127

E-mail. : [chcc\\_ssp@had.gov.hk](mailto:chcc_ssp@had.gov.hk)

**Facilities of Community Hall/Centres in Sham Shui Po**

CC/CH Facilities	Cheung Sha Wan Community Centre	Nam Cheong District Community Centre	Tai Hang Tung Community Centre	Lai Kok Community Hall	Lai Chi Kok Community Hall	Pak Tin Community Hall	Shek Kip Mei Community Hall	Mei Foo Community Hall
Hall	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Video system and Karaoke 7. Projector and screen 8. Piano 9. Badminton stand and net 10. Wyte board	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Video system and Karaoke 7. Projector and screen 8. Piano 9. Badminton stand and net	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Video system and Karaoke 7. Projector and screen 8. Wall mirror for dancing	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Video system and Karaoke 7. Projector and Screen 8. Piano 9. Wall mirror for dancing 10. Wyte board	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Projector and Screen 7. Badminton stand and net 8. Choir riser 9. Music stand 10. Table Tennis Table	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Video system and Karaoke 7. Projector and screen 8. Piano 9. Badminton stand and net 10. Wyte board 11. Table Tennis Table	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Video system and Karaoke 7. Projector and Screen 8. Piano 9. Badminton stand and net 10. Music stand	1. Stage lighting 2. Audio system 3. Floor microphone and stand 4. Wireless microphone 5. Clip microphone 6. Projector and Screen 7. Projector (hand-held) 8. Badminton stand and net 9. Choir riser 10. Music stand

CC/CH Facilities	Cheung Sha Wan Community Centre	Nam Cheong District Community Centre	Tai Hang Tung Community Centre	Lai Kok Community Hall	Lai Chi Kok Community Hall	Pak Tin Community Hall	Shek Kip Mei Community Hall	Mei Foo Community Hall
Conference Room	-	1. Projector and screen 2. Wyte board 3. Folding tables and chairs 4. Audio system 5. wireless microphone	-	1. Wyte board 2. Conference table and chairs	1. Projector and screen 2. Wyte board 3. Conference table and chairs 4. Audio system	1. Audio and Video System 2. Projector and Screen 3. Folding tables and chairs 4. Wall mirror for dancing	1. Projector and screen 2. Wyte board 3. Conference table and chairs 4. Audio system 5. micro-Phone and wireless microphone	1. Projector and screen 2. Wyte board 3. Folding tables and office chairs
Stage Meeting Room	-	-	-	-	1. Wyte board	1. Audio and Video System 2. Projector and Screen 3. Folding table and chairs 4. Wall mirror for dancing	-	1. Projector and screen 2. Wyte board 3. Folding tables and office chairs
Activity Room	-	-	-	-	-	-	1. Wyte board 2. Audio system 3. Clip microphone 4. Wireless microphone	-



Multi-purpose Activity Room	1. Projector and screen 2. Audio system 3. Wyte board 4. Cabinets 5. Wall mirror for Dancing	-	-	-	-	-	1. Projector and screen 2. Audio system 3. Wyte board 4. Wall mirror for dancing 5. Wireless micro- phone 6. Clip microphone	-
Male/ Female Dressing Room	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Hot & cold water shower facilities & toilets in another room	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Hot & cold water shower facilities & toilets	1. Lockers 2. Hot & cold water shower facilities & toilets
Basket Ball Court	-	✓	✓	-	-	-	-	-
Outdoor Play Area	✓	-	-	-	-	-	-	-

CC/CH Facilities	Cheung Sha Wan Community Centre	Nam Cheong District Community Centre	Tai Hang Tung Community Centre	Lai Kok Community Hall	Lai Chi Kok Community Hall	Pak Tin Community Hall	Shek Kip Mei Community Hall	Mei Foo Community Hall
<b>Furniture :</b> Stackable Chairs	(1) To be used in the hall: (a) Plastic chair 290 nos. (b) VIP chairs 260 nos.  (2) Plastic chairs to be lent out: 50 nos.	(1) To be used in the hall: (a) plastic chair 280 nos. (b) VIP chairs 160 nos.  (2) Plastic chairs to be lent out: 200 nos.	(1) To be used in the hall: (a) Plastic chair 200 nos. (b) VIP chairs 100 nos.  (2) Plastic chairs to be lent out: 100 nos.	(1) To be used in the hall: (a) Plastic chair 300 nos.  (2) Plastic chairs to be lent out: 60 nos.	(1) To be used in the hall: (a) plastic chair 365 nos. (b) VIP chairs 10 nos.  (2) Plastic chairs to be lent out: 200 nos.	(1) To be used in the hall: (a) Plastic chair 400 nos. (b) VIP chairs 100 nos.  (2) Plastic chairs to be lent out: 80 nos.	(1) To be used in the hall: (a) Plastic chair 250 nos. (b) VIP chairs 260 nos.  (2) Plastic chairs to be lent out: 100 nos.	(1) To be used in the hall: (a) Plastic chair 450 nos. (b) VIP chairs 20 nos.  (2) Plastic chairs to be lent out: Not applicable
Folding Table	20 nos.	25 nos.	20 nos.	8 nos.	15 nos.	10 nos.	20 nos.	15 nos.
Exhibition board	20 nos.	20 nos.	20 nos.	8 nos.	20 nos.	15 nos.	20 nos.	15 nos.

**Rates of Charges for Use of Hall and  
Other Facilities in Community Centres / Community Halls (CCs/ CHs)**  
**(Effective from 14 June 2018)**

(Rates of charges are calculated on hourly basis)

<u>Facility</u>	<u>Rate (per hour)</u>	<u>Remarks</u>	<u>Air-conditioning charge (per hour)</u>	<u>Additional Charges for other facilities</u>
Hall	\$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.	Cheung Sha Wan CC : \$140 Nam Cheong District CC : \$140 Tai Hang Tung CC : \$116 Lai Kok CH : \$140 Shek Kip Mei CH : \$116 Pak Tin CH : \$140 Lai Chi Kok CH : \$140 Mei Foo CH : \$140	Additional charge for using the lighting panel: \$18/ hour
Dressing Room (Male/ Female)	\$6.5/ room	-----	\$7/room	-----
Conference Room	\$44	Chairs and blackboard provided.	\$10	-----
Activity Room/ Stage Conference Room	\$48	Chairs provided.	\$11	-----
Basketball Court	Day time <sup>#</sup> : \$46 Evening <sup>#</sup> : \$63	Lighting provided in the evening.	-----	-----
Outdoor Play Area	Day time <sup>#</sup> : \$51 Evening <sup>#</sup> : \$53	Lighting provided in the evening.	-----	-----
Badminton Court	Basic Charge *: \$68	Equipped with lighting facilities.	Same as air-conditioning charges of halls	-----

\* The basic charge of hiring badminton court is \$68 per hour, irrespective of the number of badminton courts in the hall and number of courts to be hired. Users who hire badminton courts only should not use the stage and related facilities in the hall.

<sup>#</sup> Daytime refers to 9:00am - 6:00p.m; Evening refers to 6:00p.m.- 10:00p.m.

Exemption from Payment of Charges for  
Use of Facilities in Community Centres and  
Community Halls (CC/CH)

- (a) The facilities may be made available to Government departments free of charge.
- (b) Organizations 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 Legislative Councillors and District Councillors;
  - (iv) Charitable institutions or trust of a public character which are exempted from tax under section 88 of the Inland Revenue Ordinance (Cap.112);
  - (v) Non-profit making organizations which are:
    - registered under the Societies Ordinance (Cap.151); or
    - incorporated under the Companies Ordinance (Cap.32);and their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution. (Please read the Notes on Exemption from Payment of Charges for Use of Facilities in Community Centres and Community Halls on the reverse side)
  - (vi) local committees/organizations recognized by the Government, such as District Youth Programmes Committees, District Fight Crime Committees, Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, Owner's Corporations, Owners' Committees, etc.
- (c) 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.

In deciding whether an application for exemption of charges should be entertained, due regard will be taken of whether the activities are non-profit making and contribute to community welfare and community building in the district, notwithstanding the applicant organization may itself be a bona fide non-profit making body. Generally, no exemption of charges should be granted in the case of activities which will generate a profit for the applicant organization(s).

Notes to Exemption from Payment of Charges for  
Use of Facilities in CC/CH

1. For non-profit making organizations under clause (b) (v) above (applicant organization), its Constitution or Memorandum of Association must specifically provides that members do not take any share of the profits or any share of the assets upon dissolution. Such applicant organizations must enclose their Constitution or Memorandum of Association when submitting their application forms in order to be eligible for exemption from payment of charges.
2. All non-profit making organizations under clause (b) (v) above must enclose their Constitution or Memorandum of Association when submitting their application forms in order to be eligible for exemption from payment of charges.

Shum Shui Po District Office

To: \_\_\_\_\_ District Office

**Exemption of Charges for Use of Facilities in Community Hall/Community  
Centre  
Statement of Account**

**Section A : Basic Information**

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

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

Applicant Organization : \_\_\_\_\_

Joint organizer  
/Co-organizer(if any) : \_\_\_\_\_

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

Number of Participants : \_\_\_\_\_

**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**

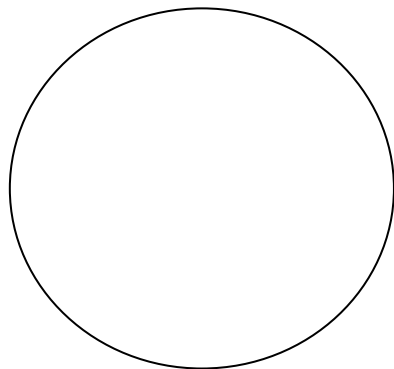
Items	Expenditure(\$)
1.	
2.	
3.	
4.	
5.	
Total :	

**Section E** Declaration by Authorized Person of Applicant Organization

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 organization and joint organizer(s) /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 Organization

Signature : \_\_\_\_\_

Name : \_\_\_\_\_  
Person in-charge/  
Authorized Person

Post : \_\_\_\_\_

Name of  
Organization : \_\_\_\_\_

Date : \_\_\_\_\_

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from payment of charges.
2. If the applicant organizing a fee-charging activity has been exempted from payment of charges, it must submit a post-activity statement of account within one month of completion of the activity. [If the applicant organization fails to submit a post-activity statement of account within one month of completion of the activity, it will attract **5 points** according to the Demerit Points System.]

3. The applicant organization needs not attach any receipts/supporting documents to the statement of account when it is first submitted. However, as this office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant organization 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 statement of account in respect of the activity is selected for random check. Such receipts and supporting documents must be signed, certified correct and affixed with official seal. If the applicant fails to provide the receipts/supporting documents to District Office for inspection upon request, it will be required to pay back the exempted charges.
  
4. The personal data provided in this form will be used for the verification of applications for exemption of payment. Such data 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 of SSPDO. [Address: 4/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po.]



Guidelines on application for eating insideThe facilities of Community Hall/CentresHow to apply

- (1) Applications for eating inside the facilities of Community Hall/Centres (hereinafter referred to as “facilities”) when the proposed activity is held should be submitted along with the application for the use of the respective venues.
- (2) Applicant should complete the attached form, specifying the nature of the proposed activities, the types of food to be consumed and arrangements for cleaning the place. Eating inside the facilities is not allowed unless prior approval from the SSPDO has been obtained.

Conditions for approval

- (3) Approval will only be given to the applicant organization to enable it to provide food to its participants, but not to individual participants who bring food along to the facilities to eat. Such activities as drinking contests or eating contests will NOT be approved by the SSPDO.
- (4) Applications involving boiling water, cooking or reheating food with naked flames, means of fuel or other cooking appliances (such as electric ovens, electric kettle, microwave ovens) inside the facilities will NOT be approved by the SSPDO.
- (5) The SSPDO is the final arbiter over the types of food to be consumed.
- (6) The applicant should place the food inside proper containers to avoid dirtying the venue.
- (7) The applicant should specify the arrangements for cleaning the place, such as whether cleaning contractors or staff members are responsible for the cleaning work. Irrespective of how the place is to be cleaned, the applicant organization shall assume full responsibility for having the venue properly cleaned after use.
- (8) The applicant should, during the booking period, ensure that the venue is thoroughly cleaned and the rubbish is properly disposed of and removed from the CC/CH before handing the venue back to the SSPDO.

Penalties on violators

- (9) All of the above regulations should be observed by the applicant. If an applicant violates the above regulations or fails to clean the venue to the satisfaction of the SSPDO, the SSPDO might consider withdrawing the approval already given to the applicant for the use of CC/CH and/or for eating on the venue at a later date/session. In the case of grave breaches, the SSPDO might consider rejecting any future applications for the use of the CC/CH and/or any future applications for eating on the venue from the organization.

在 ( ) 社區中心/會堂的設施內進食申請表  
**Application for Eating inside the facilities of**  
 ( ) Community Centre/Hall

1. 申請機構 / 團體 : 電話:  
 Applicant Organization ..... Tel:  
 傳真號碼:  
 Fax:

2. 擬申請在設施內進食的活動簡介 :  
 Description of function applying for eating inside the facilities :

- (a) 活動舉行日期 :  
 Date of function .....
- (b) 活動名稱 :  
 Name of function .....
- (c) 活動性質/內容 :  
 Nature/Content of function .....
- (d) 活動參加人數 :  
 No. of participants .....

3. 食物及飲品的種類、包裝和數量 (請盡量詳述)  
 Type, package & quantity of food and drinks (Please give as many details as possible) :

.....

.....

.....

4. 清潔安排 (請於合適處填上「✓」號):  
 Cleansing arrangement (Please tick as appropriate) :

- 由申請機構的職員自行清潔  
 To be done by staff of applicant organization
- 聘用清潔承辦商 (承辦商名稱 : ..... )  
 Employ cleansing contractor (Name of contractor : ..... )
- 其他 (請註明):  
 Other (Please specify) : .....

5. 聲明 Declaration :

本人明白並承諾遵守附頁/背頁的有關在禮堂 / 會議室 / 活動室內進食的規定。本人亦明白民政事務處保留不批准以上申請的權利。

I understand and undertake to comply with the attached regulations in respect of eating inside the Hall / Conference Room / Activity Room. I also understand that District Office reserves the right not to approve the above application.

簽署 :  
 Signature .....  
 姓名 :  
 Name .....  
 職位 :  
 Position .....  
 日期 :  
 Date .....

申請機構的正式印鑑  
 Official Stamp of applicant organization

**Application for Loan of Stores/Equipment**  
**District Office**

**Part I** (To be completed by applicant)

1. Name of Applicant : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Telephone No. : \_\_\_\_\_ (Office hour) 4. HKI/D Card No. : \_\_\_\_\_  
: \_\_\_\_\_ (After Office hour) (if appropriate)
5. Period of Loan : \_\_\_\_\_ 6. Date of Collection : \_\_\_\_\_
7. Date of Return : \_\_\_\_\_
8. Name of function to be held : (Chinese) \_\_\_\_\_  
(English) \_\_\_\_\_
9. Place(s) of function : \_\_\_\_\_

## 10. Details of the loaned stores/equipment:

Item No.	Description	Quantity/Unit	Remarks

11. I/We fully understand that the above loan, if approved, will be subject to the following conditions:
- (a) I/We will not use the loaned stores/equipment for profit-making activities;
  - (b) I/We will be responsible for the collection and return of the stores/equipment, including meeting any expenses incurred such as labour, materials handling and transportation;
  - (c) I/We will indemnify the Government against any loss of and damages to the loaned stores/equipment while in my/our possession;
  - (d) I/We will be liable for any injuries to persons or damages to private or Government properties arising from transmission and use of the loaned stores/equipment, whether directly or indirectly; and
  - (e) I/We will return the loaned stores/equipment at any time if required by the District Office.
  - (f) You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
  - (g) All items/equipment shall not exceed 6 months
12. Name of organization (if applicable) \_\_\_\_\_

14. Signature of applicant : \_\_\_\_\_

13. Official chop of organization

15. Date : \_\_\_\_\_

Note 1 : To be filled in by Issuing Officer if application is approved

**Demerit Points System****(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 misconduct or breaches, such as causing nuisance, sprinkling of powder on the floor, failed to clean and restore the venue, hanging banner, putting up poster or slogans, eating at the venue without prior approval of DO.		
4	Cancellation of allocated timeslot with less than 14 working days' advance notice before the date of the activity. <sup>Note 1</sup>		
5	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organizer(s) /co-organizer(s) 14 working days or more before the date of the activity. <sup>Note 1</sup>		
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 organizer(s)/co-organizer(s) without prior approval of DO.		
12	Permanent damage of the facilities, such as PA system, hardware that needs replacement. The organization is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10  (or revoked immediately if applicable)
13	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
14	Transfer of the allocated timeslot to another organization.		
15	Holding of fee-charging activities against the original claim of non-fee charging		
16	Conducting auction, fund-raising, sales activity without prior approval of DO.		
17	Addition of ineligible joint organizer(s)/co-organizer(s).		

Note 1: Taking into consideration of the time required for processing application, the penalty applies equally to an applicant whose application is made less than 14 working days from the day of the activity.

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

1. The Demerit Points System is district-based.
2. Under the Demerit Points System, an applicant organization 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 joint organizer / co-organizer, only the applicant organization or hirer will be served the demerit points for breaches of regulations and conditions.
3. Once an organization or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs 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 organization 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 organization 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 organization 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 organization will also be stated in the letter.
6. The organization 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.

**Community Halls/Community Centres (CHs/CCs) Inspection Form**Name of CH/CC: \_\_\_\_\_  multi-purpose hall  conference room  other (\_\_\_\_\_)

Name of organization holding the event : \_\_\_\_\_ Joint organizer /Co-organizer (if any) : \_\_\_\_\_

Name of event : \_\_\_\_\_

Period hired : From \_\_\_ hrs \_\_\_ mins a.m./p.m. to \_\_\_ hrs \_\_\_ mins. a.m./p.m.

	<b>Item</b>	<b>Routine inspection</b>	<b>Surprise inspection</b>	<b>Remarks</b>
1.	Name of event agrees with that in the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Nature of event agrees with that in the application? °	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	Organizer of the event agrees with that in the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	Joint organizer /Co-organizer of the event agrees with that in the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	During the period, was there any improper activity such as commercial acts of sale or promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	No. of persons present (____ persons stated in the application form)	<input type="checkbox"/>	<input type="checkbox"/>	Time of inspection: _____ No. of persons recorded: _____
		<input type="checkbox"/>	<input type="checkbox"/>	Time of inspection: _____ No. of persons recorded: _____
		<input type="checkbox"/>	<input type="checkbox"/>	Time of inspection: _____ No. of persons recorded: _____
7.	Duration of event			Time of signing the venue: Time of returning the venue:
8.	Others(if applicable)			

\* Please tick the appropriate 

Signature of person in charge of the event: \_\_\_\_\_

Name of person in charge of the event: \_\_\_\_\_

Signature of staff who made the inspection: \_\_\_\_\_

Name of staff who made the inspection: \_\_\_\_\_

Post of staff who made the inspection: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

**For use in Surprise Inspection**

Signature of supervisory staff:

Name of supervisory staff:

Post of supervisory staff:

Date of inspection:

### Examples of Calculating Demerit Points

Assuming that advance booking is allowed, that applications for use of CH/CC facilities are processed on a quarterly basis and that timeslots are allocated through a ballot system, an applicant who wished to use a CH/CC facility in Q4 of 2011 was allowed to submit an application before the end of Q2 of 2011. Successful applicants would be 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

As at 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

As at 28.5.2011, 11 points had been accrued within a period of 12 months. A ban on bookings of CH/CC facilities in the next two quarters (i.e. Q4 of 2011 and Q1 of 2012) was imposed. All the 11 points arising from the 3 breaches were cleared. Assuming that the organization concerned had other successful bookings of CH/CC 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 organization committed a 10-point breach on 30.6.2011. Another ban on bookings in the two quarters following the two quarters under the first ban was imposed, i.e. the organization will not be allowed to make venue booking applications for a total period of 12 months.

2. In the event that an organization commits two or more breaches in the same activity,

the breach that incurred the highest demerit points 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 on bookings in the next two quarters (bookings for use of CH/CC facilities in Q4 of 2011 and Q1 of 2012) was imposed and the 11 points arising from the 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 necessitating the issue of another ban.



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