

Yuen Long District Office
Guidelines and Conditions on the Use of Facilities
Available in Community Halls / Community Centres in Yuen Long
(Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)
 (Effective from November 2017)

1. Eligibility criteria for the use of facilities

Bodies/organizations eligible for the use of facilities available in community centres / community halls ('CCs/CHs') in the Yuen Long District are:

- (a) Government departments or public bodies;
- (b) Local bodies (with office(s) set up in Yuen Long) such as:
 - Subvented welfare agencies;
 - Subvented educational institutions, subsidized schools and non-profit-making schools;
 - Charitable institutions or trusts of a public character exempted from tax under section 88 of the Inland Revenue Ordinance (Cap 112);
 - Non-profit-making bodies / organizations registered under the Societies Ordinance (Cap 151) or incorporated under the Companies Ordinance (Cap 622) with the specification on relevant charters that members of the body / organization will not share its profit upon its dismissal;
- (c) Local committees / organizations recognized by the Government, such as Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc;
- (d) Offices of New Territories West Legislative Councillors or Yuen Long District Councillors.

Note 1: Activities held in venues/facilities must not contravene with the laws of Hong Kong or be of commercial purposes.

Note 2: If the applicant body/organization is subsequently found ineligible for the use of facilities available in CHs/CCs in the district, the Yuen Long District Office ('YLDO') has the right to revoke its approval. The applicant body/organization will be notified of such revocation as soon as practicable and the payment made will not be refunded.

Note 3: YLDO has the final authority on decisions on applications received.

2. Application procedures/payment of charges

- (a) The applicant body/organization should submit, according to Clause 3 below, a completed application form to YLDO, setting out the joint organizer/co-organizer, if any, and specifying the purpose and the programme of the proposed activities. The charges of facilities and venues are listed in **Annex I**. The applicant body/organization may apply for waiver of hire charges at the same time if it and its joint organizer/co-organizer, if any, can satisfy the conditions set out in **Annex II**. Applicant body/ organization and the joint organizer/co-organizer, if any, may be required to submit relevant documentary proof for their eligibility for such waiver.
- (b) Application forms are obtainable at the General Registry (Community Affairs) (referred as 'GR(C)') of YLDO (Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long) and on the homepage of the Home Affairs Department (www.had.gov.hk).
- (c) The completed application form may be submitted by mail or in person to GR(C) [Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long] or

into the form collection box on 4/F of the Building. In addition, applicant bodies / organizations may also submit completed application forms by fax (Fax number: 3188 4027). To ensure that the application forms submitted via fax are true copies of the originals, the original copies of the application forms are to be forwarded to YLDO within the application period for verification purpose. Any application forms submitted via fax without due verification with the original copies will not be processed. The submission of application by fax is applicable to the first and the second round of application for both “regular and successive activities”, as well as the first round of application for “irregular and non-successive activities”. The forms shall be duly signed by the officer-in-charge of the body/organization (e.g. Chairperson, President, Chief Executive Officer, Principal, etc.) and with the official chop of the applicant body / organization. Application forms which are only affixed with a chop or incomplete will not be accepted.

- (d) For booking for the use of Multi-purpose Hall, the minimum number of participants required is 10 while that for booking for the use of Conference Room, Activity/Meeting Room, Meeting Room or Stage Meeting Room is 5. If the number of attendees is found less than the minimum requirement, demerit points will be given to the applicant body/organization (for details please refer to Clause 5(h) below).
- (e) The applicant body/organization will be informed in writing of the outcome of its application as soon as possible. Any addition or change of the joint organizer/co-organizer as set out in the application form is not permitted without approval.
- (f) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant body/organization if payment is required.
- (g) The applicant body/organization 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/CC before the scheduled activities can commence. No cash should be handed to any officers of the CH/CC.
- (h) The applicant body/organization 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.
- (i) 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.
- (j) 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 body/organization so affected will be informed as soon as possible. The applicant body/organization can also contact YLDO for the latest information. Any payment made will be refunded on production of the Receipted Demand Note.
- (k) If Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory when CCs/CHs are in use, the CCs/CHs will be closed immediately. The six CCs/CHs in the district will reopen 2 hours after the cancellation of the above signals. In case of Black Rainstorm Warning signal, users may stay in the CCs/CHs until it is considered safe for them to leave, except when the venue has to be reserved for emergency shelter or accommodating typhoon victims.
- (l) If an applicant body/organization fails to turn up at the scheduled time without the notification required by (i) above, any amount paid will be forfeited.
- (m) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at **Annex VI**) 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 body/organization need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as YLDO will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant

body/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 self-certified statement of account in respect of the activity is selected for random check. If the applicant fails to provide the receipts/ supporting documents to YLDO for inspection upon request, it will be required to pay back the exempted charges.

3. Deadline for submission of applications and approving principles

(a) Application for venues for regular and successive activities (**Application Form A1**)

- (i) All sessions between Monday and Saturday (excluding the first Friday every month and public holidays) are available for hiring for regular and successive activities.
- (ii) If an applicant body/organization intends to hire the following venues for a regular and successive activity (e.g. weekly activity), applications shall be submitted within the following period:

Period for use of venue	Period for submitting application	
	Long Ping Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre	Tin Ching Community Hall, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
April - June	1 - 7 January	1 - 7 December
July - September	1 - 7 April	1 - 7 March
October - December	1 - 7 July	1 - 7 June
January - March the following year	1 - 7 October	1 - 7 September

(iii) The following 9 sessions are available for booking:

(1) 7 am - 8 am	(2) 8 am - 10 am	(3) 10 am - 12 noon
(4) 12 noon - 2 pm	(5) 2 pm - 4 pm	(6) 4 pm - 6 pm
(7) 6 pm - 8 pm	(8) 8 pm - 10 pm	(9) 10 pm - 11 pm

Session (9) is only applicable to Long Ping Community Hall and Tin Yiu Community.

- (iv) If more than one application for the same session of a venue are received in the specified period above, the successful applicant body / organization will be determined by lots drawing. If the successful applicant's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions, the updated information on newly available timeslots in the CC/CH will be posted at the notice board of GR(C) of YLDO and all the six CCs/CHs under YLDO's management as soon as practicable after the office is notified of such cancellation. Bodies/Organizations may apply for the use of venues at the newly available timeslots within three working days' application period as specified by the office, with completed application forms forwarded to YLDO in ways specified as in 2(c) above. If more than one application for the same session of a venue is received in the 3-working day period, the successful applicant body/organization will be determined by another round of lots drawing. If the successful applicant in the second lots drawing session has its right to use the venue abandoned or cancelled, the allocation of timeslots will be determined on "first come first served" basis.
 - (v) As continual bookings will be treated as a new application, approval cannot be guaranteed.
 - (vi) The total number of applications for regular and successive activities a body/an organization can lodge for all the six CCs/CHs under YLDO's management is **210**. Should the limit be exceeded, all applications for venues for regular and successive activities from the body/organization lodged for that period would not be considered.
- (b) Application for venues for irregular and non-successive activities (**Application Form A1**)
- (i) All sessions on Saturdays, Sundays and public holidays are available for hiring for any irregular and non-successive activity. All sessions on 24 December (Christmas Eve) and 31 December (New Year's Eve) are also available for application under this category.
 - (ii) Sessions on the first Friday of each month (except public holidays) will be reserved for welfare agencies (institutions subvented by the Social Welfare Department) or charitable institutions (those exempted from tax under section 88 of the Inland

Revenue Ordinance (Cap 112)) to hold irregular and non-successive activities. If the first Friday of a month falls on a public holiday, YLDO shall not appoint another Friday in the same month for such purpose.

- (iii) For irregular and non-successive activities (i.e. those held not more than once each month), applications may be submitted within the following period:

Period for use of venue	Period for submitting application	
	Long Ping Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre	Tin Ching Community Hall, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
April - June	1 - 7 December	1 - 7 November
July - September	1 - 7 March	1 - 7 February
October - December	1 - 7 June	1 - 7 May
January - March the following year	1 - 7 September	1 - 7 August

- (iv) If more than one application for the same session of a venue are received in the specified period, the successful applicant body/organization will be determined by lots drawing. If the successful applicant body's/organization's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions, the updated information on available timeslots in CCs/CHs information will be posted at the notice board of GR(C) of YLDO and all six CCs/CHs under YLDO's management as soon as practicable after YLDO is notified of the cancellation. A body/ an organization may apply for the available timeslots and the allocation will be determined on "first come first served" basis.
- (v) The total number of applications a body / an organization can lodge for all the six CCs/CHs under YLDO's management for irregular and non-successive activities is 162. Should the limit be exceeded, all applications for venues for irregular and non-successive activities from the body/organization lodged for that period would not be accepted.
- (vi) To enable more bodies/organizations to use CCs/CHs facilities, each of them is allowed to use the same facility once each month.
- (vii) YLDO has the final authority on decisions on applications received.
- (c) Application of reserved venues for subvented educational institutions, subsidized schools and non-profit-making schools in the Yuen Long District (**Application Form A2**)
- (i) The applicant institutions/schools should be located in Yuen Long.
- (ii) The application applies only to Monday - Friday (except the first Friday of each month and public holidays).
- (iii) The application applied to conduction of large scale events (such as graduation ceremony, contest etc.)
- (iv) Number of participants must exceed 100.
- (v) Joint organizer/co-organizer must be subvented educational institutions, subsidized schools and non-profit-making schools in the Yuen Long District.
- (vi) Each venue will only accept 1 such application in a week.
- (vii) For those interested institutions/schools applications may be submitted within the following period:

Period for use of venue	Period for submitting application	
	Long Ping Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre	Tin Ching Community Hall, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
April - June	1 - 7 November	1 - 7 October
July - September	1 - 7 February	1 - 7 January
October - December	1 - 7 May	1 - 7 April
January - March the following year	1 - 7 August	1 - 7 July

- (viii) If more than one application are received for the same venue in a week during the specified period, the successful applicant institutions/schools will be determined by lots drawing. Results will be posted at the notice board of GR(C) of YLDO and all six CCs/CHs under YLDO's management as soon as practicable. If the successful applicant institution's/school's right to use the venue is abandoned, or forfeited due to a breach of the regulations and conditions, the venue will be allocated to the successful applicant of regular and successive application for timeslots on Monday to Friday.
- (ix) Venues would only be reserved once for each applicant in the same calendar year (from 1 January to 31 December). Other applications are welcome through (a) regular and successive application and (b) irregular and non-successive application (Application Form A1).
- (x) Alteration of activity details (except the alteration of time, increase/reduce joint organizer/co-organizer) are not allowed. Any other alteration will be treated as new application.

4. **Cancellation of Booking / Alteration of Activity Details / Change of joint organizer/co-organizer**

- (a) Captioned notifications shall be given to YLDO in writing **at least 7 working days in advance of the scheduled activity**. It shall be duly signed by the officer-in-charge of the body/organization and with its chop
- (b) Applicant body/organization which wishes to alter the details of any approved activity shall inform YLDO in writing **at least 7 working days in advance of the scheduled activity**. Approval from YLDO shall be obtained prior to the commencement of the activity. If the activity having details altered takes shorter time than that has been approved, the remaining time of the allocated sessions will be made available for open application. Any payment made will not be refunded.
- (c) If Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory when CCs/CHs are in use, the CCs/CHs will be closed immediately. The six CCs/CHs in the district will reopen 2 hours after the cancellation of the above signals. In case of Black Rainstorm Warning signal, users may stay in the CCs/CHs until it is considered safe for them to leave, except when the venue has to be reserved for emergency shelter or accommodating typhoon victims. The applicant body/organization can also contact YLDO for the latest information.

5. **Regulations and conditions to be followed by Applicant Body/Organization**

- (a) To ensure fire safety, the following regulations and conditions should be followed by the applicant body/organization:
 - (i.) **For both indoor and outdoor activities**
 - ◆ The premises are used for the designated activities.
 - ◆ 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 the 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 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 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/CO2 fire extinguisher should be provided at the following locations:
 - at the command post; and
 - at the main entrance.
- (b) The activity must be held in accordance with the programme previously submitted by the applicant body/organization. The applicant body/organization shall maintain good order and discipline in the venue during the activity. The volume induced by the activity should be kept to a level not affecting other users of the CH/CC.
- (c) Unless prior approval from YLDO has been obtained, the applicant body / organisation shall not post or hang posters, slogans, banners or portraits, conduct auction, fund-raising, collection of money/materials or sales activity nor the applicant body / organization could allow eating or entrance of animals except guide dogs to the CH/CC when using the facilities. For guidelines and application procedures on posting publicity materials in CCs/CHs under YLDO's management, please refer to **Annex VIII**. Sprinkling powder on the floor, smoking, cooking, lighting of fire or using fireworks are prohibited. Transferring the allocated timeslots to another organization is also prohibited.
- (d) The applicant body/organization 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 lacquer, paints or similar material on the walls, furniture and other equipment. The applicant body/organization shall be liable to pay for any damage to any equipment, furniture, or fabric of the premises induced by the activity.
- (e) The applicant body/organization shall restore the facilities to their original conditions and clean up the place after use.
- (f) The lighting equipment on stage is generally not for loan. If it is required for the staging of drama or any other kind of performances, application form (see **Annex III**) for the use of such equipment must be submitted along with the application for use of the venue. Upon approval, the applicant body/organization should make available an experienced technician or operator to operate the control panel and notify staff members of YLDO. The applicant body/organization shall be assumed full responsibility for any damage caused.
- (g) Staff members of YLDO shall have the right to enter, at any time, any part of the CH/CC rented to the applicant body/organization and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant body/organization fails to observe such conditions, staff members of YLDO may terminate the right of use at any time and have the place cleared.

- (h) The applicant body/organization 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 body / organization has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs and using CH/CC facilities in the Yuen Long District in the next two quarters or the use of the facilities in CH/CC may be revoked immediately where circumstances warrant even if it is a joint organizer/ co-organizer of an activity. Details of the Demerit Points System are at **Annex IV**. An example for calculating the points is at **Annex V**. The body/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.
- (i) If the applicant body/organization requires the provision of air-conditioning, it should include such request in the application for use of the venue and pay the charges as required. For an applicant body / organization being waived charges for using the venue, air-conditioning will be provided free of charge by the YLDO under specified conditions. According to the guidelines provided by the Electrical and Mechanical Services Department, the temperature of air-conditioning can only be set at 25.5°C in summer. In case of poor ventilation in the venue, adjustment could be made in the air-conditioning system for the supply of fresh air.
- (j) 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 body/organization 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 **Annex IX**. The applicant body/organization shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CH/CC used by the applicant body/organization for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.
- (k) (i) Subject to Clause 5(j), the applicant body/organization 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 body/organization 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 body/organization 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.
- (l) For the purpose of Clause 5, “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.
- (m) If the applicant body/organization 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.

The Programme Return Form is available at the counter of each CC/CH under YLDO's management.

- (n) The applicant body/organization, and its members, partners, employees, contractors or licensees (each a "Related Person" and together "Related Persons" of the applicant body/organization), whether as invitees or otherwise, whilst using or present at the CH/CC, 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 body/organization's property or that of any of its Related Persons however caused (whether by any act, omission, default or negligence of the Government or any of its employees or agents or otherwise); or
 - (ii) any injury to or death of the applicant body/organization or any of its Related Persons (save and except any such injury or death caused by the negligence of the Government or any of its employees or agents),
which in any case arises directly or indirectly in connection with, out of or in relation to the use of CH/CC by the applicant body/organization or any of its Related Persons
- (o) The applicant body/organization 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 arises directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant body/organization or any of its Related Persons, including any loss, damage, injury or death referred to in Clause 5(n) above (save and except such 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
- (p) The applicant body/organization shall indemnify 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 body/organization or any of its Related Persons.
- (q) For the purpose of Clauses 5(n), 5(o) and 5(p), "negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap 71).
- (r) Without prejudice to the generality of the foregoing, YLDO has the authority to interpret and make exceptions to the regulations and conditions contain herein. YLDO 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.
- (s) 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 5(o) and 5(p)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

6. Opening hours and capacity of facilities

Community Hall/Centre	Facilities	Capacity	Opening Hours	
Long Ping Community Hall	Hall	350	Tin Ching Community Hall, Tin Shui Community Centre, Tin Fai Road Community Hall & <u>Yuen Long Town East Community Hall</u> <i>Monday to Saturday: 7 am to 10 pm</i> <i>Sunday & Public Holidays:</i> Irregular opening time	
	Conference Room	30		
Tin Ching Community Hall	Hall	450		
	Activity / Meeting Room	40		
	Meeting Room	15		
Tin Yiu Community Centre	Hall	450		
	Conference Room	50		
Tin Shui Community Centre	Hall	350		Tin Yiu Community Centre & <u>Long Ping Community Hall</u> <i>Monday to Saturday:</i> 7 am to 10 pm ⁺ ⁺ may be extended to 11 pm upon request <i>Sunday & Public Holidays:</i> Irregular opening time
	Conference Room	30		
Tin Fai Road Community Hall	Hall	450		
	Conference Room	30		
	Stage Meeting Room	20		
Yuen Long Town East Community Hall	Hall	450		
	Conference Room	30		

7. Facilities available for loan

Facilities / Equipment are available for loan in the CCs/CHs in the Yuen Long District. For those intend to hire these facilities, please submit such applications along with the application for permission to use the venue. A list of facilities available for loan in each CCs/CHs in Yuen Long District is at **Annex VII**. Applicant bodies/organizations are welcome to use the notice board to post publicity materials. Please refer to the guidelines on posting publicity materials and application procedure in CCs/CHs at **Annex VIII**.

8. Display of information regarding the use of facilities

To keep the public informed of the use of facilities and details of the activities being held, YLDO will display information monthly on the hiring situation and weekly on the body/organization hiring the facilities, name of the scheduled activity, contact person and enquiry telephone number, in the CC/CH.

9. Enquiries

Tel: 2470 1124 Fax: 2474 7261

Ref.: YL 121/5/03

Yuen Long District Office

November 2017

Annex I

Home Affairs Department Yuen Long District Office
Rates of Charges for the Use of Community Hall/ Community Centre

(Effective from November 2017)

Facility	Rate	Remarks																
Hall	<p align="center">\$90 per hour</p> <p align="center">Additional charges for optional items:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th align="left"><u>Air-conditioning</u></th> <th align="right"><u>Rate per hour</u></th> </tr> </thead> <tbody> <tr> <td>Long Ping Community Hall</td> <td align="right">\$116</td> </tr> <tr> <td>Tin Ching Community Hall</td> <td align="right">\$140</td> </tr> <tr> <td>Tin Yiu Community Centre</td> <td align="right">\$140</td> </tr> <tr> <td>Tin Shui Community Centre</td> <td align="right">\$89</td> </tr> <tr> <td>Tin Fai Road Community Hall</td> <td align="right">\$160</td> </tr> <tr> <td>Yuen Long Town East Community Hall</td> <td align="right">\$140</td> </tr> <tr> <td>Lighting control equipment</td> <td align="right">\$18</td> </tr> </tbody> </table>	<u>Air-conditioning</u>	<u>Rate per hour</u>	Long Ping Community Hall	\$116	Tin Ching Community Hall	\$140	Tin Yiu Community Centre	\$140	Tin Shui Community Centre	\$89	Tin Fai Road Community Hall	\$160	Yuen Long Town East Community Hall	\$140	Lighting control equipment	\$18	<ul style="list-style-type: none"> • Applicant body/organization shall provide public address system and its own technician, and arrange for seating. • If use of stage light is needed, please specify in the venue application form (the rate is listed in the second column of this Annex). • Chairs are available free of charge but the quantity shall be specified in the venue application form.
<u>Air-conditioning</u>	<u>Rate per hour</u>																	
Long Ping Community Hall	\$116																	
Tin Ching Community Hall	\$140																	
Tin Yiu Community Centre	\$140																	
Tin Shui Community Centre	\$89																	
Tin Fai Road Community Hall	\$160																	
Yuen Long Town East Community Hall	\$140																	
Lighting control equipment	\$18																	
Dressing Room	\$6.5 per hour for male & female dressing rooms; plus \$7 per hour for the use of air-conditioners in the male & female dressing rooms	<ul style="list-style-type: none"> • If use of dressing room(s) is needed, please specify in the venue application form (the rate is listed in the second column of this Annex). 																
Conference Room	\$44 per hour; plus \$10 per hour for the use of air-conditioners	<ul style="list-style-type: none"> • Tables, chairs and white board are provided. 																
Activity/Meeting Room Meeting Room Stage Meeting Room	\$48 per hour; plus \$11 per hour for the use of air-conditioners	<ul style="list-style-type: none"> • Tables, chairs and white board are provided. 																

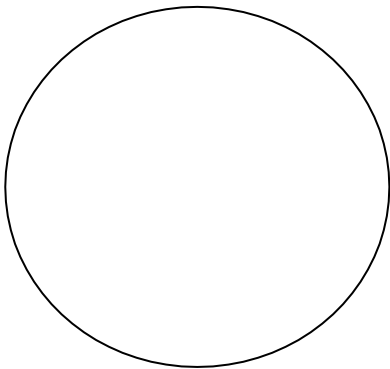
Yuen Long District Office

**Criteria for Exemption from Payment of Charges for the Use of Facilities in Long Ping
Community Hall / Tin Ching Community Hall / Tin Yiu Community Centre / Tin Shui
Community Centre / Tin Fai Road Community Hall/ Yuen Long Town East Community Hall**

1. The said facilities may be made available to government departments free of charge.
2. Bodies/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, subsidized schools, and non-profit-making schools;
 - iii) offices of members of the District Councils and the Legislative Council;
 - iv) Charitable institutions or trusts of a public character exempted from tax under section 88 of the Inland Revenue Ordinance (Cap 112);
 - v) Non-profit-making bodies / organizations registered under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap 622) with the specification on relevant charters that members of the body / organization will not share its profit upon its dismissal;
 - vi) Local committees / organizations recognized by the Government, such as District Fight Crime Committees, Mutual Aid Committees, Owners' Corporations, Rural Committees, Kaifong Welfare Associations etc;
3. Candidates standing for election to the Legislative Council and the District Councils may be granted total exemption if they apply to use the facilities for electoral meetings during the period between close of nomination(s) and election day.
4. If the applicant organization is found not eligible for waiver of hire charges after such waiver has been granted, it will be required to pay back the exempted charges.

Agreement on the Use of Audio-Visual Equipment / Stage Spotlights

I, Mr / Miss / Mrs* _____, the person-in-charge of _____
 _____ (Name of the applicant organisation), have hired the multi-purpose
 hall of _____ Community Hall / Centre* from _____ a.m./p.m.* to
 _____ a.m./p.m.* on _____ (Date of Activity) for organizing _____
 _____ (Name of Activity). During the period specified above,
 there is a need to use stage spotlights. I hereby agree that we will arrange persons to operate the control
 panel of the stage spotlights. We will be responsible for any accident occurred during operation. I agree
 to compensate for any loss incurred if damage to the lighting system is caused due to man-made mistakes.



Official Chop of applicant
 group/organisation

Name of applicant : _____

Signature of Applicant : _____

Post of Applicant : _____

Date : _____

* Please delete as appropriate

Note: Information provided in this form will strictly be used for verification and record keeping purposes.

Demerit Points System

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 District Office.		
4	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity.		
5	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organizer(s)/co-organizer(s) 7 working days or more before the date of the activity.		
6	Failed to produce the approval letter for use of facilities in Community hall/community centre (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).		

Sample on calculating the demerit points

Assuming the group/organization applicant is permitted to use the facilities of the CH/CC, the applications are dealt with quarterly and the successful applicant is selected by drawing lots. For the 4th quarter application for use of facilities of CC/CH 2016, applicants should submit their applications by the end of the 2nd quarter and the drawing lots is conducted at the beginning of 3rd quarter 2016. Successful applicant will be informed in writing.

Example A

Demerit points	3	5	3
Date of breach	1 st June 2015	10 th January 2016	5 th June 2016
Accumulated points	3	8	8
As at 5 th June 2016, there are only 8 demerit points accumulated as the 3 demerit points dated 1 st June 2015 has expired			

Example B

Demerit points	3	5	3
Date of breach	1 st June 2015	10 th January 2016	28 th May 2016
Accumulated points	3	8	11
As at 28 th May 2016, there are 11 demerit points accumulated and hence the applicant is banned from applying for the use of facilities of CC/CH in the 4 th quarter 2016 and 1 st quarter 2017 and all demerit points are cancelled. Assuming the applicant is permitted to use the facilities during 2 nd quarter and 3 rd quarter 2016, unless otherwise specified, the applicant does have the right to use the facilities until the end of 3 rd quarter 2016. Demerit points will be re-accumulated from 28 th May 2016 if breaches of regulation and conditions are found			

Example C

Demerit points	3	5	3	10
Date of breach	1 st June 2015	10 th January 2016	28 th May 2016	30 th June 2016
Accumulated points	3	8	11	10
Developed from the example B, 10 demerit points are given on 30 th June 2016 that lead to another ban from booking all CHs/CCs in the district in the next two quarters. In this regard, the banning period is 12 months.				

2. Assuming the applicant committed 2 breaches in a function, the higher demerit points will be counted first. Details are as follows :

Example D

Demerit points	3	3	3 5	5 3
Date of breach	1 st June 2015	10 th January 2016	28 th May 2016	3rd April 2017
Accumulated points	3	6	11+3 (3 demerit point is counted later)	11

8 Demerit points are given for 2 breaches found at the function on 28th May 2016. As the higher demerit point will be counted first and the accumulated point reaches 11 as at 28th May 2016, the group/organization will receive a ban for 2 quarters (4th quarter 2016 and 1st quarter 2017) and the accumulated point returns to zero. The remaining 3 points are to be counted in the next period. Another 8 demerit points are given for 2 breaches found at the function on 3rd April 2017. In this regard, another ban will be given as the demerit point reaches 11.

To: Yuen Long 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: _____

Date of Activity: _____ Period of Activity: _____

Number of participant: _____

Section B : Balance (up to _____)

(I)	Total Income (Details at Section C)	\$
(II)	Total Expenditure (Details at Section D)	\$
(III)	Balance [(II)-(I)]	\$

Section C : Details of Income

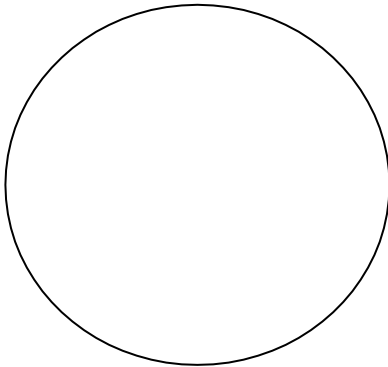
Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
e.g.1: Participants' fee			
e.g.2: Sponsorship by Company X			
1.			
2.			
3.			
4.			
5.			
Total:			

Section D : Details of Expenditure

Items	Expenditure
1.	
2.	
3.	
4.	
5.	
Total:	

Section E : Declaration by Authorized Person of Applicant Body/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 body/organization and joint organizer/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
Name of body/organization

Signature : _____

Name of Applicant body/organization : _____

Post : _____

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 body/organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body/organization 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 body/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 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, Yuen Long District Office. [Address: Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long]

Facilities available for loan in Community Centres / Community Halls in Yuen Long District

(As at November 2017)

Furniture / Equipment	Long Ping Community Hall		Tin Shui Community Centre		Tin Yiu Community Centre	
	Hall	Conference Room	Hall	Conference Room	Hall	Conference Room
Table	14 pcs	4 pcs	23 pcs	6 pcs	21 pcs	8 pcs
Stackable chair	341 pcs	20 pcs	378 pcs	30 pcs	484 pcs	50 pcs
Exhibition board	10 pcs		10 pcs		13 pcs	
Motorized Stage Flying Bar	1	/	1	/	1	/
Badminton poles and nets	1 set	/	1 set	/	2 sets	/
Table Tennis Table and nets	4 sets	/	2 set	/	3 sets	/
White board	/	1 pc	/	1 pc	1 pc	1 pc
Sound system	1 set	1 set	1 set	1 set	1 set	1 set
Wired microphone	3 pcs	1 pc	3 pcs	1 pc	5 pcs	1 pc
Wireless microphone	2 pcs	2 pcs	2 pcs	2 pcs	2 pcs	2 pcs
Mic stand (table)	1 pc	/	2 pcs	/	/	1 pc
Mic stand (floor)	3 pcs	1 pc	3 pcs	/	4 pcs	2 pcs
Projector and Screen	1 set	1 set	1 set	1 set	1 set	1 set
LCD Display Monitor	/	1 pc	/	1 pc	/	1 pc
Score stand	3 pcs		8 pcs	/	23 pcs	2 pcs
Mattress	6 pcs	/	19 pcs	/	30 pcs	/
Piano	1	/	1	/	1	/

Furniture / Equipment	Tin Ching Community Hall			Tin Fai Road Community Hall			Yuen Long Town East Community Hall	
	Hall	Activity Meeting Room	Meeting Room	Hall	Conference Room	Stage Meeting Room	Hall	Conference Room
Table	19 pcs	6 pcs	3 pcs	13 pcs	3 pcs	3 pcs	38 pcs	2 pcs
Stackable chair	396 pcs	40 pcs	15 pcs	404 pcs	30 pcs	20 pcs	432 pcs	30 pcs
Exhibition board	8 pcs			18 pcs			20 pcs	
Motorized Stage Flying Bar	1	/	/	1	/	/	2	/
Badminton poles and nets	2 sets	/	/	2 sets	/	/	2 sets	/
Table Tennis Table and nets	4 sets	/	/	4 sets	/	/	4 sets	/
White board	/	1 pc	1 pc	1 pc	1 pc	1 pc	1 pc	1 pc
Sound system	1 set	1 set	1 set	1 set	1 set	/	1 set	1 set
Wired microphone	3 pcs	1 pc	1 pc	3 pcs	2 pcs	/	6 pcs	4 pcs
Wireless microphone	2 pcs	2 pcs	2 pcs	2 pcs	2 pcs	/	2 pcs	4 pcs
Headset Microphone	/			3 pcs	/	/	/	/
Clip Microphone	/			3 pcs	/	/	2 pcs	/
Mic stand (table)	2 pcs	/		/			4 pcs	1 pc
Mic stand (floor)	7 pcs	/		3 pc	1 pc	/	11 pcs	4 pcs
Projector and Screen	1 set	1 set	/	1 set	1 set	1 set	1 set	1 set
LCD Display Monitor	/	1	1	/	1	/	/	1

**Guidelines on Posting Publicity Materials and the Application Procedure in Long Ping
Community Hall/ Tin Ching Community Hall/
Tin Yiu Community Centre/ Tin Shui Community Centre /
Tin Fai Road Community Hall/ Yuen Long Town East Community Hall**

(updated in November 2017)

1. Eligibility irregular and non-successive activities

Successful applicant body/organization for holding in community halls/community centres ('CHs/CCs') under the management of Yuen Long District Office ('YLDO') are eligible to post publicity materials on designated notice board.

**2. Submission of Publicity Materials
Before the date of function**

- i. Related publicity materials shall be submitted along with the application for use the venue for YLDO's consideration. If approval is granted for the use of the venue, the concerned materials may be posted at most 7 days before the activity commences at the designated CH/CC; or
- ii. Upon approval granted for the use of the venue, the publicity materials should be submitted to YLDO at least 10 days before the commencement of the activity. The materials, after YLDO's consideration, may be posted at most 7 days before the activity commences at the designated CH/CC

Please submit publicity materials to: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long.

At the date of function

Applicant may give the publicity materials to the staff in CH/CC. The staff will decide according to the guidelines if publicity materials should be posted.

3. Regulation on Publicity materials

The publicity materials must comply with the following regulations :

1. Surface area should not exceed 59.4 cm x 42 cm (A2 size) ;
2. **The name and description of function, name of applicant organization and joint organizer/co-organizer must be in accordance with the information provided in the application form for permission to use the venue ;**
3. Only one posting is allowed for one function ;
4. No extraneous information is allowed ;
5. No pending, misleading, inaccurate information is allowed ;
6. No content or design with violence, depravity and repulsiveness is allowed ;
7. No strong political or religious inclination is allowed ;
8. No commercial elements are allowed ;
9. No publicity materials sponsored by cigarette or wine companies are allowed ; and
10. Yuen Long District Office has the final decision on posting of publicity materials

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