

**Guidelines and Conditions on the Use of Facilities Available in Kwun Tong
Community Halls / Community Centres (CH/CC)
(With effect from 1 January 2023)**

1. Eligibility criteria for the use of the facilities

Please refer to Annex I.

2. Procedure for application/payment of charges

- (a) The applicant should submit application, based on the guidelines stipulated in Annex I, setting out the joint organizer / co-organizer, if any, specifying the purpose and the programme of the proposed activities. The applicant 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.
- (b) Application forms are obtainable at the Kwun Tong CH/CC, the Kwun Tong District Office and the homepage of Home Affairs Department (www.had.gov.hk).
- (c) The maximum and minimum numbers of participants in Kwun Tong Community Halls / Community Centres are stated in Annex I.
- (d) The applicant 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.
- (e) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required.
- (f) The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note will serve as a permit for use of the facilities and should be presented to the Officer-in-charge of the CH/CC before the scheduled activities can commence. No cash should be handed to any officers of the CH/CC.
- (g) The applicant shall be refused the use of the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (h) Notification of cancellation of the proposed activities given two weeks in advance may be accepted. Necessary action will be taken to refund any payment already made on production of receipted Demand Note.
- (i) If the venue has to be reserved for departmental use under emergency relief arrangement: for example, to accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, the applicant so affected will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.
- (j) If an applicant fails to turn up without the notification required by (h) above, any amount paid will be forfeited.
- (k) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at Annex III) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant is found not eligible for waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Kwun Tong District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check. If the applicant fails to provide the receipts / supporting documents to the Kwun Tong District Office for inspection upon request, it will be required to pay back the exempted charges.

3. Regulations and conditions to be followed by applicant

- (a) Compliance with the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force:
 - (i) The applicant shall declare and ensure that no acts or activities which are likely to constitute or are likely to

cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, shall be engaged in the part(s) of the CH/CC hired by the applicant.

- (ii) The applicant shall further declare and ensure that all acts and activities engaged in the part(s) of the CH/CC hired by the applicant shall comply with the laws in force in the HKSAR.
- (iii) Conduct which may endanger national security or breach other laws in force in the HKSAR will be reported to the law enforcement agencies.

(b) To ensure fire safety, the following regulations and conditions should be followed by the applicant:

i. For both indoor and outdoor activities

- The premises are used for the designated activities/functions.
- No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
- No decoration of readily combustible materials is used.
- Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
- The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
- No scenery or decorations of readily combustible nature should be erected on the stage.
- No 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.

(c) The activities must be held in accordance with the programme previously submitted by the applicant.

(d) The applicant shall not post or hang posters, slogans, banners or portraits; conduct auction, fund-raising or sales activity, nor allow eating nor animals except guide dogs in the CH/CC when using the facilities, unless prior approval from the Kwun Tong District Office has been obtained. The applicant shall maintain good order and discipline during the activity. Smoking, cooking, light of fire or using fireworks, sprinkling powder on the floor are prohibited.

(e) The applicant shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar material on the walls, furniture and other equipment. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.

(f) The applicant shall restore the facilities to their original conditions and clean up the place after use.

(g) The applicant may provide its own sound equipment. If audio-visual or stage lighting equipment within the CH/CC is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant should make available an experienced technician or operator to operate the control panel and notify the officer in charge of the CH/CC. The applicant shall assume full responsibility for any damage caused.

(h) Staff members of the Kwun Tong District Office shall have the right to enter, at any time, any part of the CH/CC used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances.

(i) In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in clause 3(r) below, demerit points will be given for the breach. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for "Minor Breaches", 5 points for "Serious Breaches" to 10 points for "Very Serious Breaches", having regard to the seriousness of the breach. Once an applicant has accrued a total of 10 or more

demerit points within 12 months, it will be banned from booking all CHs/CCs and using CH/CC facilities as joint organizer/co-organizer in the district in the next two quarters or the use of the facilities in CH/CC may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at Annex IV.

- (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 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 V. 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.
- (k) (i) Subject to clause 3(j), 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.
- (l) For the purpose of clause 3, “intellectual property rights” refer to patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising), and in each case whether registered or unregistered and including applications for the grant of any such rights.
- (m) 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.
- (n) The applicant, and its members, partners, employees, contractors, agents and licensees (each a “Related Person” and together “Related Persons” of the applicant) whether as invitees or otherwise, whilst using or present at the CH/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’s property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or Negligence of the Government and any of its employees, agents or otherwise); or
- (ii) any injury to or death of the applicant or any of its Related Persons (save and except any such injury or death caused by the Negligence of the Government or any of its employees or agents),
- which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant or any of its Related Persons.
- (o) The applicant shall indemnify and keep the Government fully and effectively indemnified against:
- (i) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (the “Claims”); and
- (ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims,

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 3(n) 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.

- (p) The applicant shall indemnify and keep the Government fully and effectively indemnified against any loss of or

damage to any property of the Government or of any of its employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Government arising out of the Negligence of the applicant or any of its Related Persons.

- (q) For the purposes of clauses 3(n), 3(o) and 3(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) The applicant shall further observe and comply with any additional rules, advice, regulations and special conditions as may be prescribed by the Kwun Tong District Office or the Kwun Tong District Council (KTDC) / the District Facilities Management Committee under KTDC from time to time in relation to the use of CH/CC as the circumstances may require and ensure that its employees, agents, co-organisers, contractors and all other persons admitted to the CH/CC shall also do so.

If the applicant fails to comply with any of the requirements or conditions set out in this document or any additional rules, advice, regulations and special conditions as may be prescribed by the Kwun Tong District Office or the Kwun Tong District Council (KTDC) / the District Facilities Management Committee under KTDC from time to time, the Kwun Tong District Office is entitled to cancel the confirmed booking, terminate the use of the CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC. The applicant shall vacate the CH/CC immediately under such circumstances.

Without prejudice to the generality of the foregoing, the Kwun Tong District Office has the authority to interpret and make exceptions to the regulations and conditions contained herein.

- (s) 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 3(o) and 3(p)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

**Guidelines on the Use of
Facilities in Kwun Tong Community Halls / Community Centres**

The Liaison Teams of the Kwun Tong District Office (hereinafter called “the KTDO”) are responsible for the management of the following Community Halls / Community Centres (CH/CC) in Kwun Tong. For the use of facilities and other enquiries, please contact the respective Liaison Teams.

<u>Name and address of CH/CC</u>	<u>Responsible Liaison Team</u>	<u>Office Address</u>	<u>Telephone number and fax number</u>
Kai Yip Community Hall (Kai Yip Estate, Kwun Tong)	Kwun Tong North West Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2759 8033 Fax: 2331 2685
Kwun Tong Community Centre (17 Tsui Ping Road, Kwun Tong)	Kwun Tong Business Area and Tsui Ping Liaison Team	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong	Tel: 2171 7496 Fax: 2793 9489
Lam Tin (East) Community Hall (2/F, Lam Ting Community Complex, 223 Pik Wan Road, Lam Tin)	Lam Tin Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2340 0131 Fax: 2331 2685
Lam Tin (West) Estate Community Centre (71 Kai Tin Road, Lam Tin)	Lam Tin Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2340 0131 Fax: 2331 2685
Lok Wah Estate Community Centre (80 Chun Wah Road, Lok Wah Estate)	Kowloon Bay Liaison Team	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong	Tel: 2171 7484 Fax: 2331 2809
Sai Tso Wan Neighbourhood Community Centre (81 Cha Kwo Ling Road, Kwun Tong)	Kwun Tong Business Area and Tsui Ping Liaison Team	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong	Tel: 2171 7482 Fax: 2331 2809
Shun Lee Estate Community Centre (2 Shun Chi Street, Kwun Tong)	Sze Shun Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2537 9566 Fax: 2331 2685
Yau Tong Community Hall (38 Ko Chiu Road, Yau Tong)	Yau Tong Liaison Team	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong	Tel: 2171 7474 Fax: 2331 2809
Sau Mau Ping Community Hall (100 Sau Ming Road, Kwun Tong)	Sau Mau Ping Liaison Team	3/F, Shun Lee Estate Community Centre, 2 Shun Chi Street, Kwun Tong	Tel: 2342 3978 Fax: 2331 2685

I. Time Available for Hiring

Monday to Saturday 9:00 a.m. to 10:00 p.m. (except 1:00 p.m. to 2:00 p.m.)

Sunday and Public Holidays 9:00 a.m. to 10:00 p.m.

II. Office Hours for the Kwun Tong District Office Liaison Teams and the Public Enquiry Service Centre

Liaison Teams	Monday to Friday	8:45 a.m. to 6:00 p.m. (Lunch time: 1:00 p.m. to 2:00 p.m.)
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Public Enquiry Service Centre Monday to Friday 9:00 a.m. to 7:00 p.m.

III. Eligibility Criteria for the Use of the Facilities

1. The applicants should be legitimate groups or Government recognized/sponsored organizations such as:
 - (i) Subvented welfare agencies;
 - (ii) Subvented educational institutions, subvented schools and non-profit making schools;
 - (iii) Offices of the Legislative Councillors and District Councillors ;
 - (iv) Charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112);
 - (v) Non-profit making organizations which are registered under the Societies Ordinance (Cap.151); or incorporated under the Companies Ordinance (Cap.622); and their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution;
 - (vi) Local committees/organizations recognized by the Government, such as District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, District Fire Safety Committees, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc; and
 - (vii) Government departments or public organizations.
2. Applications from other organizations/institutions will be examined separately by the KTDO on the basis of the nature of their activities.
3. The proposed activities in the CH/CC should be beneficial to the public. They should comply with the existing Hong Kong legislation and there should not be any commercial purposes.
4. The final decision on any application is vested with the KTDO.

IV. Procedures for Application

1. The applicant may obtain a form of Application for Use of Facilities in Kwun Tong Community Halls/Community Centres from the District Facilities Liaison Team or the Public Enquiry Service Centre during office hours. The completed application form may be returned to the District Facilities Liaison Team Office in person, by mail or by fax. Application by telephone or verbal booking is not accepted.
2. Organizations in Kwun Tong District (with registered address in Kwun Tong in their registration documents or having an office in Kwun Tong) have priority in using the facilities in Kwun Tong CH/CC. Other organizations in Hong Kong and those outside Kwun Tong may only submit waitlist application.
3. For continuous or one-off application, the applicant should submit the application form to the District Facilities Liaison Team within the first 7 days of each quarter (January, April, July or October). For application forms submitted within the first 7 days of each quarter, the use of CH/CC will be decided by drawing lots.
4. The completed application form may be returned to the District Facilities Liaison Team in person, by fax, by mail or email (Address: Kwun Tong District Office, 21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon/ Fax: 2727 1117/ Email: chcc_kt@had.gov.hk). For application form submitted in person by fax or email, the deadline for submission is 5:30 p.m. on the 7th day of each quarter. For application form submitted by mail, the deadline for submission is the 7th day of each quarter, based on the date of postmark. The applicant must also submit the original application form before lots-drawing, otherwise the application will not be processed. A public drawing of lots will be held within 14 working days after the deadline for submission.
5. Successful applicants will be allocated sessions according to the information shown on the application form. Results of drawing of lots will be announced within 7 working days in all CH/CC in the district.
6. After all first round application forms have been processed in accordance with the above procedures, the remaining sessions will be announced in all CH/CC in the district. The KTDO will accept waitlist applications for the remaining sessions (if any). The deadline for submission is 5:30 p.m. each day. Waitlist applicants have to submit formal application forms to the respective Liaison Teams. If there are more than one waitlist applications for the same session, the use of CH/CC will also be decided by drawing lots. With regard to venue allocation, organizations which hold the following specific “non-continuous” activities will be given priority among waitlist applications. (Organizations which are given priority in venue allocation shall not change the content and nature of the activity, or else it will be considered a breach of the guidelines.):

General Meeting of an Owners' Corporation/Owners' Committee

- * Conference organized by a charitable organization or trust of a public character with proof of tax exemption issued by the Inland Revenue Department
- *# Talk/seminar with social/education value
- *# Community celebration/ceremony (Arts performance or singing and dance performance involved in the activity should be performed on stage.)

(Note: * Correspond to the minimum number of participants in large-scale and one-off activities. # The activity should be free and open to the public.)

7. In normal circumstances, the applicant should make application with the respective Liaison Teams of the KTDO at least 7 working days before the date of activity.
8. Organizations holding large-scale and one-off activities may have priority in using the CH/CC facilities on Sunday or public holidays. However, the following requirements regarding the number of participants have to be met:

<u>CH/CC</u>	<u>Minimum number of participants in large-scale and one-off activities held on Sunday/public holidays</u>
Kai Yip Community Hall	50
Kwun Tong Community Centre	60
Lam Tin (East) Community Hall	80
Lam Tin (West) Estate Community Centre	10
Lok Wah Estate Community Centre	70
Sai Tso Wan Neighbourhood Community Centre	50
Shun Lee Estate Community Centre	80
Yau Tong Community Hall	80
Sau Mau Ping Community Hall	80

Each organization may book facility venue once a month for holding a large-scale activity. If no large-scale activity is to be held in the CH/CC, other applicants may submit application on a case by case basis one month in advance. The deadline for submission is 5:30 p.m. each day. If there are more than one waitlist applications for the same session, the use of CH/CC will also be decided by drawing lots. If a large-scale activity is to be held, the venue has to be returned.

9. If amendments regarding details of the use of venue (e.g. cancellation of the use of the venue, change of the nature of activity, etc) have to be made, the organization should provide explanation by notifying the respective Liaison Teams in writing at least 14 working days before the date of activity. Regarding such amendments, the KTDO reserves the right to revoke the approval for the use of the CH/CC facilities. If the KTDO is informed in writing of any cancellation of the use of the venue, the sessions involved will be available for application on the third working day starting from the date of cancellation.
10. The applicant will be informed in writing of the outcome of the application as soon as possible. On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant together with the Letter of Approval if payment is required.

V. Maximum and Minimum Number of Participants in Kwun Tong Community Halls /Community Centres

CH/CC	Minimum Number of Participants			Maximum Number of Participants	
	Hall (Sunday & Public Holidays)	Hall (Monday to Saturday(except Public Holidays))	Conference Room (all sessions)	Hall (all sessions)	Conference Room (all sessions)
Kai Yip Community Hall	50	15	5	250	30
Kwun Tong Community Centre	60	15	5 (Applicable to Activity Room)	300	40
Lam Tin (East) Community Hall	80	15	5	400	30
Lam Tin (West) Estate Community Centre	10	10	Not applicable	60	Not applicable
Lok Wah Estate Community Centre	70	15	5	350	30
Sai Tso Wan Neighbourhood Community Centre	50	15	5	250	30
Shun Lee Estate Community Centre	80	15	5	400	30
Yau Tong Community Hall	80	15	5 (Applicable to Function Room)	400	30 (Applicable to Function Room)
Sau Mau Ping Community Hall	80	15	5	400	30

VI. Guidelines for Users

1. Users should read the Guidelines for Users and sign the “Users’ Charter” before using the CH/CC facilities. After usage, the responsible person of the organization should complete a questionnaire on the use of venue and drop the completed questionnaire into the suggestion box in the CH/CC at once.
2. Except with the approval from the KTDO, no fund-raising activities to collect money/materials are allowed in the CH/CC area.
3. If payment is required, the applicant should settle the charges as specified on the Demand Note as soon as possible. No cash should be handed to any duty officers of the CH/CC.
4. Before using the CH/CC facilities, the applicant has to produce the receipted Demand Note or the Letter of Approval (where payment has been exempted), and to declare the number of participants to the duty officers of the CH/CC at the entrance of the Hall. Otherwise, the applicant is deemed to be absent.
5. In normal circumstances, the duty officers of the CH/CC will assist the applicant in opening and closing the door of the Hall and the facilities, such as hi-fi cabinet. Under special circumstances, the applicant may have to collect keys to the Hall and the facilities from the KTDO, and to sign an Undertaking to assume responsibilities for any damage to the facilities and not to duplicate keys. The person-in-charge using the venue should inspect the areas, such as the Hall, Storage Room, Dressing Room, Stage, Toilets and hidden areas before leaving. He has to ensure that no one stays in the venue, and all the doors and windows are properly locked before leaving.
6. All users should take good care of the facilities in the venue. They should put the items back to their places and clean the venue before leaving. The KTDO reserves the right to take action against the damage to the facilities of the Centre.
7. Except with the prior approval from the respective Liaison Teams, activities such as ball playing and kicking, and throwing objects are not allowed in any venues to avoid damages to facilities.
8. No adhesive tapes are to be affixed to the floor of the Hall to avoid damages to the floor. If moving of stuff is required in the Hall, please be careful to avoid damages to the floor.
9. If the loan of tables, chairs, Dressing Room, lighting, hi-fi or other facilities is required, please notify the respective Liaison Teams in advance for arrangements. The person-in-charge using the venue should ensure that the venue and the facilities are clean and in good order. He should put all tables, chairs and items on loan back to their original positions or return them to the duty officers of the CH/CC when leaving. And all the rubbish should be properly disposed of.
10. Materials which make the floor slippery should not be splashed or spread onto the floor of the Hall, Conference Room, Activity Room or Basketball Court by whatever means. The organizer should ensure that participants in the activity observe this requirement. In case of contravention of the requirement, the duty officers of the CH/CC reserve the rights to stop the organizer and participants in the activity from using the venue at once and to require the organizer to properly clean the venue without delay. The organizer shall assume responsibility for any loss, injury and/or death arising from contravention of the rules.
11. Eating is strictly prohibited in the Hall, the Conference Room and Activity Room. Under special circumstances where eating in the venue is required, the applicant should submit written application to the respective Liaison Teams in advance.

12. No tables and chairs are to be removed from the Conference Room without approval.
13. Smoking is strictly prohibited in the CH/CC.
14. To ensure good ventilation, the organizer may open windows on both sides of the Hall when air conditioning facilities are not in use. However, the windows have to be closed before the users leave the venue.
15. Fire lighting is strictly prohibited in the Hall, the Conference Room and Activity Room. Whether the CH/CC facilities are damaged, the KTDO shall take action against those who light a fire without approval and claim for compensation for the damaged items or facilities.
16. The duty officers of the CH/CC will notify the users to clean the venue 15 minutes before the hire session ends. The users should leave the venue 5 minutes before the hire session ends. All users shall leave the CH/CC before 10:00 p.m.
17. The officers of the KTDO shall have the right to enter the venue at any time during the hire session.
18. Except with the approval from the KTDO, no buildings or structures (e.g. altar, temporary platform) are to be erected in the Hall.
19. The responsible person/authorized person of the organization has to sign a declaration (1) before the activity. During the activity, the declaration has to be displayed near the entrance of the venue. The declaration (1) has to be signed by the responsible person/authorized person to certify that the content is true and correct.
20. The responsible person of the organization has to sign a declaration (2) after using the venue so as to declare the details of usage (including the actual number of users, information if any charges are imposed etc). The completed declaration (2) should be returned to staff members of the CH/CC immediately after the activity.
21. If the organization is an Owners' Corporation or Owners' Committee established in accordance with the Deed of Mutual Covenant, posters or notices of the activity should be displayed on notice boards of the building(s) concerned to inform residents of the activity.
22. The applicant should be the responsible person of the organization (e.g. chairman, president, executive director, principal etc). The applicant or his authorized person (who should be a member of the organization) has to bring along the original of the Letter of Approval and Letter of Authorization to the CH/CC concerned to make application.
23. The following terms are applicable to organizations which hold "continuous" dancing classes and dancing competitions/demonstrations and are exempted from hire charges:
 - (i) The organizations themselves are to be held responsible for the planning and monitoring of the dancing classes/activities and the associated financial arrangements. If the activities are to be held jointly with organizations/bodies that are not qualified for exemption from hire charges, the organizations or individuals concerned (e.g. dancing instructor or responsible person of dance company) shall not be authorized or entrusted to undertake such matters;

- (ii) Copies of publicity materials (e.g. posters, admission advertisements) pertaining to the activities should be submitted and locations of posting the materials be made known to the KTDO before the activities. Detailed statement of revenue and expenditure should also be tendered to the KTDO after the activities;
- (iii) At least half of the participants in the training classes/activities should be Kwun Tong residents;
- (iv) The KTDO may check and inspect the documents and receipts of the training classes/activities as and when necessary.

VII. Guidelines on the Use of the Stage

1. If adjustment to lighting frame is required, staff members on the Stage shall be notified and evacuated in advance and the operation shall be assisted by the duty officers of the CH/CC. As directed by the Electrical and Mechanical Services Department, no objects are to be hung on lighting frame to prevent the lighting frame from falling as a result of overloading.
2. In all circumstances, no lighting systems (particularly the lighting panel) are to be moved when the power is on to avoid damages to the facilities.
3. Do not adjust the height of lighting device when in use to avoid damages to tungsten wire. Also, reflective paper and colour paper should not be affixed to lighting device.
4. If the use of energy consuming electrical device is required in the venue, the duty officers of the CH/CC should be notified in advance.
5. Objects should not be posted on the walls of the Stage. With regard to setting, please use roving scenery or frames on the wall at the back of the Stage.
6. Please be careful when moving of stuff or scenery is required on the Stage to avoid damages to the floor or floor lights.
7. Do not fasten or affix any objects or display banners on curtains of the Stage to prevent curtains from being torn or damaged.

VIII. Guidelines on the Use of Air-conditioning Facilities in the Hall

1. If the applicant considers it necessary to provide air-conditioning for the activity, he may make application together with the submission of application for the use of the venue and pay the charge required. For applicants exempted from hire charges for using the venue, air-conditioning will be provided free of charge by the duty officers of the CH/CC when the air temperature rises to 25.5°C (as announced by the Hong Kong Observatory) .

2. For applicants exempted from hire charges for using the venue, air-conditioning will be provided free of charge when the number of participants meets the following requirements:

<u>CH/CC</u>	<u>Minimum number of participants in large-scale activities for exemption from air-conditioning charge</u>
Kai Yip Community Hall	50
Kwun Tong Community Centre	60
Lam Tin (East) Community Hall	80
Lam Tin (West) Estate Community Centre	10
Lok Wah Estate Community Centre	70
Sai Tso Wan Neighbourhood Community Centre	50
Shun Lee Estate Community Centre	80
Yau Tong Community Hall	80
Sau Mau Ping Community Hall	80

3. If the applicant requests the use of unreserved air-conditioning facilities and is unable to pay the relevant charge before the activity, he may obtain an Undertaking from the duty officers of CH/CC. By completing the Undertaking, he agrees to pay the relevant charge according to the requirements after using the air-conditioning facilities. On receipt of the completed Undertaking, the duty officers will activate the air-conditioning facilities. The Demand Note will be sent to the applicant later.

IX. Others

1. If Typhoon Signal No. 8 or above or Rainstorm Black Signal is issued by the Hong Kong Observatory when the Hall, the Conference Room and Activity Room of the CH/CC is in use, the Hall, the Conference Room and Activity Room will be closed. Users should take immediate action to terminate the activity and leave the CH/CC, or stay in the CH/CC until conditions are safe for them to leave.
2. If Typhoon Signal No. 8 or above or Rainstorm Black Signal is issued by the Hong Kong Observatory within two hours before the booked session, the session will be cancelled. In case of cancellation of the above signals, the KTDO will make arrangements as follows:

<u>Signal Cancellation Time</u>	<u>CH/CC Closing Time</u>
Signal cancelled between 9:00 a.m. and 11:00 a.m.	CH/CC closed 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.	CH/CC closed 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.	CH/CC closed from 6:00 p.m. to 10:00 p.m.

Those who have booked the CH/CC facilities may call the KTDO at 2171 7426 for enquiries.

3. Under special circumstances, e.g. the venue has to be reserved for emergency shelter or accommodating typhoon victims, the KTDO reserves the right to cancel the approved applications for booking the venue. However, the KTDO officers will notify the affected applicants as soon as possible. Any payment for using the CH/CC will be refunded on production of the receipted Demand Note. The KTDO shall not be liable to all damages arising from cancellation of approval.
4. Written notification of cancellation of the proposed activity should be given to the respective Liaison Teams at least 14 working days in advance. Otherwise, the payment made will not be refunded. If the applicant follows the rules to inform the KTDO of the cancellation of booking, the payment made will be refunded on production of the receipted Demand Note. If there are less than 14 working days between the date of approval and the date of booking, the hire charges paid by the applicant will not be refunded even though the KTDO is informed in writing of the cancellation of booking. Persistent cancellation of activity may jeopardize future applications submitted by the organization/member.
5. For other detailed rules and conditions, charging criteria and hall facilities regarding the use of the Hall, the applicant may refer to annexes of the form of Application for Use of Facilities in Community Halls / Community Centres, or contact the respective Liaison Teams for enquiries.

**Exemptions from Payment of Charges for Use of Facilities
in Kwun Tong Community Halls / Community Centres**
(With effect from 1 October 2012)

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organizations belonging to one of the following groups may be completely exempt from charges for using the facilities for non-profit making activities:
 - (i) Subvented welfare agencies;
 - (ii) Subvented educational institutions, subvented schools and non-profit making schools;
 - (iii) Offices of the Legislative Councillors and District Councillors;
 - (iv) Charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112);
 - (v) Non-profit making organizations which are registered under the Societies Ordinance (Cap.151); or incorporated under the Companies Ordinance (Cap.622); and their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution; and
 - (vi) Local committees/organizations recognized by the Government, such as District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.
- (4) Organizations holding fee-charging activities (which are exempted from payment of charges for use of the CH/CC) in the CH/CC should submit Statement of Income and Expenditure **signed and verified by the responsible person** to the Kwun Tong District Office (hereinafter called "the KTDO") within one month after the date of activity. If the activity has a surplus income or is profit-making, the organization should pay the charges for use of facilities in the CH/CC.
- (5) If organizations can not submit Statement of Income and Expenditure signed and verified by the responsible person within one month after the date of fee-charging activity, the KTDO may issue warning letters and request the organizations to pay the charges for use of facilities in the CH/CC.

**Rates of Charges for Use of Hall and
Other Facilities in Community Halls / Community Centres**
(With effect from: 1 March 2025)

<u>Facility</u>	<u>Rate (per hour)</u>	<u>Remarks</u>
Multi-purpose Hall - basic charge	\$105	Chairs provided. Applicant to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall - air-conditioning charge	Please refer to the table on rates of air-conditioning charges of multi-purpose halls	
Multi-purpose Hall – using the lighting panel	\$21	
Dressing Room (Male or Female) - basic charge	\$9	
Dressing Room (Male or Female) - air-conditioning charge	\$8.5	
Conference Room - basic charge	\$51	Chairs and blackboard provided.
Conference Room - air-conditioning charge	\$12	
Basketball Court - day time	\$58	Lighting provided in the evening.
Basketball Court - evening	\$72	
Badminton Court - basic charge	\$78	The charge is on a per court basis.
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls	
Classroom / Meeting Room / Activity Room - basic charge	\$53	
air-conditioning charge	\$13	

**Rates of Charges for Use of
Air-Conditioning Facilities for Multi-purpose Halls**

District	Name of CH/CC	Rate of charge for use of air-conditioning facilities for hall (per hour)
Kwun Tong	Lam Tin (West) Estate Community Centre	\$44
	Kwun Tong Community Centre	\$135
	Lok Wah Estate Community Centre	\$135
	Shun Lee Estate Community Centre	\$135
	Sai Tso Wan Neighbourhood Community Centre	\$135
	Kai Yip Community Hall	\$135
	Lam Tin (East) Community Hall	\$160
	Yau Tong Community Hall	\$160
	Sau Mau Ping Community Hall	\$160

To: Kwun Tong District Office

Exemption of Charges for Use of Facilities in Community Halls / Community Centres 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 _____)

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

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 :	

Organizations which hold “continuous” dancing classes and dancing competitions/demonstrations and are exempted from hire charges are required to fill in the following information:

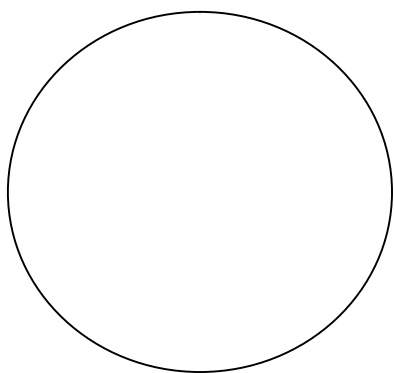
No. of participants:

Kwun Tong Residents

Non-Kwun Tong Residents

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 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 : _____

Post : _____

Name of Organization : _____

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 halls / community centres.
2. If a fee-charging activity has been exempted from charges, the applicant organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant organization need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Kwun Tong District 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 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. (Address: Kwun Tong District Office, 21/F Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon)

Demerit Points System**(A) Structure**

Items	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
1	Number of participants below the minimum requirement.	Minor Breaches	3
2	Late for 15 minutes or more.		
3	Minor misconduct or breaches, such as causing nuisance, sprinkling of powder on the floor, failed to clean and restore the venue, hanging banner, putting up poster or slogans, eating at the venue without prior approval of KTDO.		
4	Cancellation of allocated timeslot with less than 14 working days' advance notice before the date of the activity. ^(Note)		
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. ^(Note)		
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 KTDO.		
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 KTDO.		
17	Addition of ineligible joint organizer(s) / co-organizer(s).		

Note : 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 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.

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