

## APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE

### 租用社區會堂/社區中心設施申請表

#### Section A 甲部

##### 1. Applicant 申請機構

English Name: _____ 英文名稱	Chinese Name: _____ 中文名稱	Organization Code: _____ 編號		
Address: _____ 地址	E-mail address: _____ 電郵	Date of Registration: _____ 機構註冊日期		
1st Tel. No.: _____ 1號電話	2nd Tel. No.: _____ 2號電話	Fax No.: _____ 傳真號碼	Contact Person: _____ 聯絡人	Tel. No.: _____ 電話

如機構屬首次提交申請，請透過親身、郵寄、或電郵方式提交機構的註冊證明文件，如公司註冊證書、社團註冊證明書及註冊的會章等。 [地址: 新界沙田上禾輦路一號沙田政府合署四樓沙田民政事務處社區發展部; 電郵: stdoch@had.gov.hk]

If organizations are submitting application for the first time, please submit registration documents (such as the certificate of registration of society, registered constitution etc.) in person, by post or by email.

[Address: Community Affairs Division, Sha Tin District Office, 4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories; Email: stdoch@had.gov.hk]

##### 2. The applicant hereby declares that the applicant belongs to the following group of organization: (Please select one option only)

申請機構現謹聲明，申請機構屬於以下團體：(只可選擇一項)

- 1. Subvented welfare agencies 資助福利團體
- 2. Subvented educational institutions, subvented schools or non-profit making schools 資助教育機構、津貼學校或非牟利學校
- 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處
- 4. Charitable organizations 慈善團體
- 5. Non-profit making organizations (Note: Please submit valid supporting documents or the organizations constitution) 非牟利團體 (註：請提交有效證明文件或會章)
- 6. Local committees recognized by the Government 政府認可地方委員會
- 7. Government Departments 政府部門
- 8. Business organizations 商業機構
- 9. Others (Please specify) 其他(請註明): \_\_\_\_\_

**The applicant understands that in applying for exemption for payment of charges, the applicant and the joint/co-organizer (if any) should satisfy the conditions for the exemption and should not take any profit out of the activity.**

**申請機構明白如申請豁免收費，申請機構及其合/協辦機構(如有)必須符合豁免收費條件，並且不可從活動獲取收益。**

\*\*註：租用禮堂及會議室的申請會分開進行抽籤，如**就單一活動同時申請租用禮堂及會議室**，請填寫下列選項，否則或不獲處理。

\*\*Remarks: The drawing lot exercise for applications for hall and conference room will be conducted separately.

For organization applying for **both the hall and conference room for one specific function**, please select from the below options in order to enable further processing of the application.

a. **只獲批禮堂**，不獲批會議室，是否會繼續使用： 是 / Yes  否 / No

If **only the hall is allocated**, the applicant will continue to use the venue:

b. **只獲批會議室**，不獲批禮堂，是否會繼續使用：

If **only the conference room is allocated**, the applicant will continue to use the venue:  是 / Yes  否 / No

Note:

^ The session of 7:00am to 9:00am will only be applicable to the bookings for Kwong Yuen Community Hall, Lung Hang Estate Community Centre (Hall only), Sha Kok Community Hall, Pok Hong Community Hall, Hin Keng Neighbourhood Community Centre, Mei Tin Community Hall, Heng On Estate Community Centre, Chun Shek Community Hall, Lek Yuen Community Hall, Sun Tin Wai Community Hall, Wo Che Community Hall, Lee On Community Hall and Yuen Chau Kok Community Hall during the trial period until further notice.

Organization can only hire the hall of Sha Tin Neighborhood Activity Centre (Neighbourhood Activity Centre). The time available for hiring Neighbourhood Activity Centre will be from 6:00pm to 10:00pm for Monday to Friday, and 9:00am to 10:00pm for Saturday and Sunday during the first stage period until further notice.

附註：

^上午7時至9時只適用於試行期內租用廣源社區會堂、隆亨社區中心(只包括禮堂)、沙角社區會堂、博康社區會堂、顯徑鄰里社區中心、美田社區會堂、恆安社區中心、秦石社區會堂、瀝源社區會堂、新田圍社區會堂、禾輦社區會堂、利安社區會堂及圓洲角社區會堂，直至另行通知。

沙田鄰里活動中心(鄰里中心)只適用於禮堂申請，其首階段的開放時間為星期一至五下午六時至十時，及星期六和星期日上午九時至下午十時，直至另行通知。

申請表(修訂於二零二三年二月) Application Form (revised in February 2023)

Name of Applicants(Code):

申請團體名稱(編號)

**3 (a) 禮堂申請 Application for Hall (星期一至星期六的長期活動 / Long-run activities from Monday to Saturday)**

[每個團體每季每星期只可租用不多於12個時段。可選擇時段如下：

Each organization can only hire the hall for not more than 12 sessions a week per quarter with details as follows:]

(a) ^7 a.m. to 9 a.m. 上午7時至9時

(b) 9 a.m. to 11 a.m. 上午9時至11時

(c) 11 a.m. to 1 p.m. 上午11時至下午1時

(d) 2 p.m. to 4 p.m. 下午2時至4時

(e) 4 p.m. to 6 p.m. 下午4時至6時

(f) 6 p.m. to 8 p.m. 下午6時至晚上8時

(g) 8 p.m. to 10 p.m. 晚上8時至10時

Hall	Name of Community Hall/Centre 社區會堂/ 社區中心名稱	Date of function (If only apply for several days, please specify the dates) 活動日期 (如只申請部分日子，請標明日期)	Time 時段	Name of function 活動名稱	Objectives 目的	Target of service 服務對象	Estimated No. of participants 預計參加人數	Air-Conditioning Yes(Y)/No(N) 空調 是(Y)/否(N)	Dressing Rooms (M/F) Yes(Y)/No(N) 化妝室 (男/女) 是(Y)/否(N)	Other facilities, please specify# 其他設施# / 備註	Admission charges◎ Yes(Y)/No(N) 收費◎ 是(Y)/否(N)	Any Joint organizer/Co-organizer* 合/協辦團體* 是(Y)/否(N)	Apply for exemption from payment 申請豁免收費 是(Y)/否(N)
E.g 1 例子一	隆亨社區中心	日期: 18/08/2012,25/08/2012 (7)月至(9)月逢星期 六	9am - 11am	健康舞	宣揚運動的重要	婦女	150	Y	Y	/	N	Y	N
E.g 2 例子二	新田圍社區會堂	日期: (7)月至(9)月逢星期 六	2pm - 4pm	粵劇表演	推廣粵劇文化	長者	100	Y	N	椅子	N	N	Y
(a1)App. 1 (a1)申請一		日期: ( )月至( )月逢星期											
(a2)App. 2 (a2)申請二		日期: ( )月至( )月逢星期											
(a3)App. 3 (a3)申請三		日期: ( )月至( )月逢星期											
(a4)App. 4 (a4)申請四		日期: ( )月至( )月逢星期											
(a5)App. 5 (a5)申請五		日期: ( )月至( )月逢星期											
(a6)App. 6 (a6)申請六		日期: ( )月至( )月逢星期											

◎如有需要，沙田民政事務處可要求團體提交收費活動的財政預算，團體須提交參加者及觀眾收費的資料(請參考附夾的財政預算表樣本)

If necessary, Sha Tin District Office may request the organization to submit a budget for fee-charging activities. Information on the charge to participants and the audience should be provided (Please refer to the attached sample of the financial budget)

\*如有合/協辦團體，請說明團體的性質(請參考附夾的合/協辦團體資料表)，每個活動需提交獨立合/協辦團體資料表。

Please specify the nature of joint / co-organizer (Please refer to the attached sample of the nature of co-organizer). Please fill in individual co-organizer's status for each activity in tab "Co-organizer".

# 社區中心/會堂內的舞台照明設備只供話劇或進行任何其他種類的表演使用。如需借用設備，請填妥並遞交上載於民政事務總署網站的借用舞台照明設備申請表。

Stage lighting equipment in the Community Centres / Halls is for the staging of drama or any other kinds of performance. If the equipment is required, please complete and submit the Application Form available on the website of Home Affairs Department.

Name of Applicants(Code):

申請團體名稱(編號)

(續) (Con't) 3 (a) 禮堂申請 Application for Hall (星期一至星期六的長期活動 / Long-run activities from Monday to Saturday)

[每個團體每季每星期只可租用不多於12個時段。可選擇時段如下：

Each organization can only hire the hall for not more than 12 sessions a week per quarter with details as follows:]

(a) ^7 a.m. to 9 a.m. 上午7時至9時

(b) 9 a.m. to 11 a.m. 上午9時至11時

(c) 11 a.m. to 1 p.m. 上午11時至下午1時

(d) 2 p.m. to 4 p.m. 下午2時至4時

(e) 4 p.m. to 6 p.m. 下午4時至6時

(f) 6 p.m. to 8 p.m. 下午6時至晚上8時

(g) 8 p.m. to 10 p.m. 晚上8時至10時

	Name of Community Hall/Centre 社區會堂/ 社區中心名稱	Date of function (If only apply for several days, please specify the dates) 活動日期 (如只申請部分日子，請標明日期)	Time 時段	Name of function 活動名稱	Objectives 目的	Target of service 服務對象	Estimated No. of participants 預計參加人數	Air-Conditioning Yes(Y)/No(N) 空調 是(Y)/否(N)	Dressing Rooms (M/F) Yes(Y)/No(N) 化妝室 (男/女) 是(Y)/否(N)	Other facilities, please specify# 其他設施# / 備註	Admission charges◎ Yes(Y)/No(N) 收費◎ 是(Y)/否(N)	Any Joint organizer/Co-organizer* 是(Y)/否(N)	Apply for exemption from payment 申請豁免收費 是(Y)/否(N)
E.g 1 例子一	恆安社區中心	日期: 18/08/2012,25/08/2012 (7)月至(9)月逢星期 六	9am - 11am	健康舞	宣揚運動的重要	婦女	150	Y	N	/	N	Y	N
E.g 2 例子二	新田圍社區會堂	日期: (7)月至(9)月逢星期 六	2pm - 4pm	粵劇表演	推廣粵劇文化	長者	100	Y	Y	椅子	N	N	Y
(a7)App. 7 (a7)申請七		日期: ( )月至( )月逢星期											
(a8)App. 8 (a8)申請八		日期: ( )月至( )月逢星期											
(a9)App. 9 (a9)申請九		日期: ( )月至( )月逢星期											
(a10)App. 10 (a10)申請十		日期: ( )月至( )月逢星期											
(a11)App. 11 (a11)申請十一		日期: ( )月至( )月逢星期											
(a12)App. 12 (a12)申請十二		日期: ( )月至( )月逢星期											

◎如有需要，沙田民政事務處可要求團體提交收費活動的財政預算，團體須提交參加者及觀眾收費的資料(請參考附來的財政預算表樣本)

If necessary, Sha Tin District Office may request the organization to submit a budget for fee-charging activities. Information on the charge to participants and the audience should be provided (Please refer to the attached sample of the financial budget)

\*如有合/協辦團體，請說明團體的性質(請參考夾附的合/協辦團體資料表)，每個活動需提供獨立合/協辦團體資料表。

Please specify the nature of joint / co-organizer (Please refer to the attached sample of the nature of co-organizer). Please fill in individual co-organizer's status for each activity in tab "Co-organizer".

# 社區中心/會堂內的舞台照明設備只供話劇或進行任何其他種類的表演使用。如需借用設備，請填妥並遞交上載於民政事務總署網站的借用舞台照明設備申請表。

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Name of Applicants(Code):

申請團體名稱(編號)

**3 (b) 會議室申請 Application for Conference Room (星期一至星期六的長期活動 / Long-run activities from Monday to Saturday)**

[每個團體每季每星期只可租用不多於6個時段。可選擇時段如下:]

**Each organization can only hire the conference room for not more than 6 sessions a week per quarter with details as follows:]**

(a) ^7 a.m. to 9 a.m. 上午7時至9時

(b) 9 a.m. to 11 a.m. 上午9時至11時

(c) 11 a.m. to 1 p.m. 上午11時至下午1時

(d) 2 p.m. to 4 p.m. 下午2時至4時

(e) 4 p.m. to 6 p.m. 下午4時至6時

(f) 6 p.m. to 8 p.m. 下午6時至晚上8時

(g) 8 p.m. to 10 p.m. 晚上8時至10時

Conference Room	Name of Community Hall/Centre 社區會堂/ 社區中心名稱	Date of function (If only apply for several days, please specify the dates) 活動日期 (如只申請部分日子, 請標明日日期)	Time 時段	Name of function 活動名稱	Objectives 目的	Target of service 服務對象	Estimated No. of participants 預計參加人數	Air-Conditioning Yes(Y)/No(N) 空調 是(Y)/否(N)	Dressing Rooms (M/F) Yes(Y)/No(N) 化妝室 (男/女) 是(Y)/否(N)	Other facilities, please specify# 其他設施# / 備註	Admission charges◎ Yes(Y)/No(N) 收費◎ 是(Y)/否(N)	Any Joint organizer/Co-organizer* 合/協辦團體* 是(Y)/否(N)	Apply for exemption from payment 申請豁免收費 是(Y)/否(N)
E.g 1 例子一	恆安社區中心	日期: 18/08/2012,25/08/2012 (7)月至(9)月逢星期 六	9am - 11am	健康舞	宣揚運動的重要	婦女	10	Y	Y	/	N	Y	Y
E.g 2 例子二	新田圍社區會堂	日期: (7)月至(9)月逢星期 六	2pm - 4pm	瑜珈班	學習瑜珈	中年人	15	Y	N	椅子	N	N	Y
(b1)App. 1 (b1)申請一		日期: ( )月至( )月逢星期											
(b2)App. 2 (b2)申請二		日期: ( )月至( )月逢星期											
(b3)App. 3 (b3)申請三		日期: ( )月至( )月逢星期											
(b4)App. 4 (b4)申請四		日期: ( )月至( )月逢星期											
(b5)App. 5 (b5)申請五		日期: ( )月至( )月逢星期											
(b6)App. 6 (b6)申請六		日期: ( )月至( )月逢星期											

◎如有需要, 沙田民政事務處可要求團體提交收費活動的財政預算, 團體須提交參加者及觀眾收費的資料(請參考附夾的財政預算表樣本)

If necessary, Sha Tin District Office may request the organization to submit a budget for fee-charging activities. Information on the charge to participants and the audience should be provided (Please refer to the attached sample of the financial budget).

\*如有合/協辦團體, 請說明團體的性質(請參考夾附的合/協辦團體資料表), 每個活動需提供獨立合/協辦團體資料表。

Please specify the nature of joint / co-organizer (Please refer to the attached sample of the nature of co-organizer). Please fill in individual co-organizer's status for each activity in tab "Co-organizer".

# 社區中心/會堂內的舞台照明設備只供話劇或進行任何其他種類的表演使用。如需借用設備, 請填妥並遞交上載於民政事務總署網站的借用舞台照明設備申請表。

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Name of Applicants(Code):

申請團體名稱(編號)

**3 (c) 禮堂申請 Application for Hall (星期日的一次性活動 / One-off activity on Sunday)**

[每個團體每季只可租用不多於6次時段。]

**Each organization can only hire the hall for not more than 6 times per quarter**

Hall_One-off activity	Name of Community Hall/Centre 社區會堂/ 社區中心名稱	Date of function (If only apply for several days, please specify the dates) 活動日期 (如只申請部分日子，請標明日期)	Time  時段	Name of function  活動名稱	Objectives  目的	Target of service  服務對象	Estimated No. of participants  預計參加人數	Air-Conditioning Yes(Y)/No(N)  空調 是(Y)/否(N)	Dressing Rooms (M/F) Yes(Y)/No(N)  化妝室 (男/女) 是(Y)/否(N)	Other facilities, please specify#  其他設施# / 備註	Admission charges◎ Yes(Y)/No(N)  收費◎ 是(Y)/否(N)	Any Joint organizer/Co-organizer*  合/協辦團體* 是(Y)/否(N)	Apply for exemption from payment  申請豁免收費 是(Y)/否(N)
E.g 1 例子一	恆安社區中心	日期: 19/08/2012 星期日	11am (開始) 4pm (結束)	健康舞	宣揚運動的重要	婦女	150	Y	N	/	N	Y	Y
E.g 2 例子二	新田圍社區會堂	日期: 26/08/2012 星期日	11am (Start) 8pm (End)	粵劇表演	推廣粵劇文化	長者	100	Y	Y	椅子	N	N	Y
(c1)App. 1 (c1)申請一		日期: 星期日	(開始) (結束)										
(c2)App. 2 (c2)申請二		日期: 星期日	(Start) (End)										
(c3)App. 3 (c3)申請三		日期: 星期日	(開始) (結束)										
(c4)App. 4 (c4)申請四		日期: 星期日	(Start) (End)										
(c5)App. 5 (c5)申請五		日期: 星期日	(開始) (結束)										
(c6)App. 6 (c6)申請六		日期: 星期日	(Start) (End)										

◎如有需要，沙田民政事務處可要求團體提交收費活動的財政預算，團體須提交參加者及觀眾收費的資料(請參考附夾的財政預算表樣本)

If necessary, Sha Tin District Office may request the organization to submit a budget for fee-charging activities. Information on the charge to participants and the audience should be provided (Please refer to the attached sample of the financial budget).

\*如有合/協辦團體，請說明團體的性質(請參考夾附的合/協辦團體資料表)，每個活動需提供獨立合/協辦團體資料表。

Please specify the nature of joint / co-organizer (Please refer to the attached sample of the nature of co-organizer). Please fill in individual co-organizer's status for each activity in tab "Co-organizer".

# 社區中心/會堂內的舞台照明設備只供話劇或進行任何其他種類的表演使用。如需借用設備，請填妥並遞交上載於民政事務總署網站的借用舞台照明設備申請表。

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Name of Applicants(Code):

申請團體名稱(編號)

**3 (d) 會議室申請 Application for Conference Room (星期日的一次性活動 / One-off activity on Sunday)**

[每個團體每季只可租用不多於6次時段。]

**Each organization can only hire the hall for not more than 6 times per quarter**

Conference Room_One-off activity	Name of Community Hall/Centre 社區會堂/ 社區中心名稱	Date of function (If only apply for several days, please specify the dates) 活動日期 (如只申請部分日子，請標明日期)	Time 時段	Name of function 活動名稱	Objectives 目的	Target of service 服務對象	Estimated No. of participants 預計參加人數	Air-Conditioning Yes(Y)/No(N) 空調是(Y)/否(N)	Dressing Rooms (M/F) Yes(Y)/No(N) 化妝室(男/女)是(Y)/否(N)	Other facilities, please specify# 其他設施# / 備註	Admission charges© Yes(Y)/No(N) 收費©是(Y)/否(N)	Any Joint organizer/Co-organizer* 合/協辦團體*是(Y)/否(N)	Apply for exemption from payment 申請豁免收費是(Y)/否(N)
E.g 1 例子一	恆安社區中心	日期: 19/08/2012 星期日	11am (開始) 4pm (結束)	健康舞	宣揚運動的重要	婦女	150	Y	N	/	N	Y	Y
E.g 2 例子二	新田圍社區會堂	日期: 26/08/2012 星期日	11am (Start) 8pm (End)	粵劇表演	推廣粵劇文化	長者	100	Y	Y	椅子	N	N	Y
(d1)App. 1 (d1)申請一		日期: 星期日	(開始) (結束)										
(d2)App. 2 (d2)申請二		日期: 星期日	(Start) (End)										
(d3)App. 3 (d3)申請三		日期: 星期日	(開始) (結束)										
(d4)App. 4 (d4)申請四		日期: 星期日	(Start) (End)										
(d5)App. 5 (d5)申請五		日期: 星期日	(開始) (結束)										
(d6)App. 6 (d6)申請六		日期: 星期日	(Start) (End)										

©如有需要，沙田民政事務處可要求團體提交收費活動的財政預算，團體須提交參加者及觀眾收費的資料(請參考附夾的財政預算表樣本)

If necessary, Sha Tin District Office may request the organization to submit a budget for fee-charging activities. Information on the charge to participants and the audience should be provided (Please refer to the attached sample of the financial budget).

\*如有合/協辦團體，請說明團體的性質(請參考夾附的合/協辦團體資料表)，每個活動需提供獨立合/協辦團體資料表。

Please specify the nature of joint / co-organizer (Please refer to the attached sample of the nature of co-organizer). Please fill in individual co-organizer's status for each activity in tab "Co-organizer".

# 社區中心/會堂內的舞台照明設備只供話劇或進行任何其他種類的表演使用。如需借用設備，請填妥並遞交上載於民政事務總署網站的借用舞台照明設備申請表。

Stage lighting equipment in the Community Centres / Halls is for the staging of drama or any other kinds of performance. If the equipment is required, please complete and submit the Application Form available on the website of Home Affairs Department.

#### 4. Declaration and Consent of the Applicant 申請機構的聲明及同意書

For the purpose of complying 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, the applicant declares that: 為遵守《中華人民共和國香港特別行政區維護國家安全法》(下稱「《香港國安法》」)及其他現行法律，申請機構現謹聲明：

(a) neither the applicant itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the Community Hall/Community Centre (CH/CC) hired by the applicant shall engage in any act or activity, which is likely to constitute or is 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, in such part(s) of the CH/CC; and

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士，均不會在該(等)社區會堂／社區中心場地內從事根據《香港國安法》或香港特別行政區(下稱「香港特區」)其他有關法律屬可能構成或可能導致危害國家安全罪行的行為或活動，或以其他方式作出不利於國家安全的行為或活動；以及

(b) the applicant itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC hired by the applicant shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CH/CC.

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士在該(等)社區會堂／社區中心場地內從事的所有行為和活動，均符合香港特區的法律。

The applicant understands that the District Office may at any time, whenever such need arises with respect to the duty to safeguard national security, withdraw approval for the application, 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 and under such circumstances the applicant shall vacate the CH/CC immediately. The applicant further understands that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

申請機構明白，民政事務處可隨時在有維護國家安全的職責需要時，撤回批准、即時終止讓申請機構使用社區會堂／社區中心，以及沒收其租用社區會堂／社區中心的已繳費用。在此等情況下，申請機構須立即離開社區會堂／社區中心。申請機構亦明白，任何可能危害國家安全或違反其他現行法律的行為均會向執法機關呈報。

The applicant hereby declares that all the above information given in this application is true and correct and that the applicant has read and agreed to observe the requirements and conditions for use of the above facilities as set out in the Guidelines on Using Sha Tin Community Centre/Hall. The applicant fully understands and acknowledges that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CH/CC immediately without compensation of any kind.

申請機構謹此聲明，在本表格填寫的一切資料均屬真實及正確。申請機構已細閱《沙田社區中心/會堂設施的使用守則》所載租用上述設施的規定及條件，並同意遵從各項規定。申請機構完全明白並確認，如違反有關規定或條件，其使用社區會堂／社區中心的權利會立即被撤銷，而申請機構亦不會獲得任何形式的賠償。

Official stamp of applicant

申請機構的正式印鑑



Signature:

簽署

\_\_\_\_\_

Name:

姓名

\_\_\_\_\_

Position:

職位

\_\_\_\_\_

Date:

日期

\_\_\_\_\_

#### Note:

\* If the organization did not apply to the Sha Tin District Office (STDO) for submission via email, even if the application is submitted via email attaching an Excel form in the designated format, the STDO will not be able to process the application.

\* The organization can only register one email address. Only applications submitted through the registered email address will be regarded as applications submitted through designated electronic channels, and this email address will also be used for receiving application acknowledgement and result notification.

\* If video-recording inside the Community Centres / Community Halls is for record and non-profit making purpose, no prior application is needed. If video-recording inside the Community Centres / Community Halls is for other purposes, such as doing location filming or for commercial use, the organization should submit a written application to the STDO not less than 14 working days before the activity.

\* Information (including personal data) provided in this form will be used for processing of applications for the use of facilities in CH/CC, including but not limited to the assessment of application, notification of results, calculation of utilisation rates, collection of fees (if any) and record keeping purposes. The information may also be provided to Sha Tin District Council (STDC) and/or the Committees / Working Groups under STDC or other relevant parties. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Sha Tin District Office, 4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

\* Applicant organizations are responsible for notifying the STDO of their change of application eligibility. If an organization no longer meets the requirements for eligible applicant organizations stipulated in the "Guidelines on the Use of Facilities in Sha Tin Community Centres/Community Halls", it is required to stop using the facilities in Sha Tin Community Centres/Halls and notify the STDO in writing immediately. If an applicant organization is found not eligible for waiver of hire charges after such waiver has been granted according to the said guidelines, it will be required to pay back the exempted charges.

#### 附註：

\* 團體如沒有事先向沙田民政事務處申請以電郵遞交申請表，即使以電郵夾附指定格式的試算表遞交申請，沙田民政事務處亦無法處理其申請。

\* 團體只可登記一個電郵地址，只有通過該電郵地址遞交的申請，才會被視為以指定電子形式遞交的申請，該電郵地址亦會用作接收申請認收書及申請結果。

\* 團體如計劃在社區中心/會堂內攝錄作記錄用途，且並非牟利性質，不需預先提出申請。團體如計劃在社區中心/會堂內攝錄作其他用途，例如進行外景拍攝或作商業用途，必須於活動前不少於14個工作天向沙田民政事務處作出書面申請。

\* 在本表格提供的資料(包括個人資料)，會用作處理租用社區會堂/社區中心設施的申請，包括但不限於用於評估申請、把結果通知申請者、計算使用率、收取費用(如需要的話)以及保存有關的紀錄。有關資料亦可能遞交沙田區議會及/或其轄下的委員會/工作小組或其他有關方面使用。如欲更改或查閱在本表格提供的個人資料，請致函沙田民政事務處(地址：新界沙田上禾輦路一號沙田政府合署四樓沙田民政事務處)公開資料主任。

\* 申請團體有責任通知沙田民政事務處其申請資格的變更，若團體不再符合《沙田社區中心/會堂設施使用守則》中所訂明合資格申請團體的條件，團體需即時停止使用沙田社區中心/會堂設施，並立即以書面形式通知沙田民政事務處。

根據《沙田社區中心/會堂設施使用守則》，申請團體/機構獲免收費後如被發現不符合獲豁免的資格，必須補付獲豁免的費用。