

APPLICATION FOR USE OF FACILITIES IN COMMUNITY CENTRE/HALL

租用社區中心/社區會堂設施申請書

Priority of Activity Priority No. \_\_\_\_\_ of Total No. \_\_\_\_\_ (This field is used for balloting only)  
活動優先次序 第 \_\_\_\_\_ 優先 (共 \_\_\_\_\_ 項) (此欄只供抽籤時用)

If the applicant applies for more than one activity or venue, please also submit the Summary Table at Annex I  
如申請多於一個活動或場地，需連同填妥的附件一「申請活動優次列表」一併交回

Section A 甲部 Please "✓" one box only. 只可"✓"選一個方格

擬租用 Apply for

<input type="checkbox"/> 長沙灣社區中心 Cheung Sha Wan CC	<input type="checkbox"/> 大坑東社區中心 Tai Hang Tung CC	<input type="checkbox"/> 荔枝角社區會堂 Lai Chi Kok CH	<input type="checkbox"/> 白田社區會堂 Pak Tin CH
<input type="checkbox"/> 南昌社區中心 Nam Cheong District CC	<input type="checkbox"/> 石硤尾社區會堂 Shek Kip Mei CH	<input type="checkbox"/> 麗閣社區會堂 Lai Kok CH	<input type="checkbox"/> 美孚社區會堂 Mei Foo CH

1. Applicant

申請機構

\*Applicant Number (if any)

\* 申請機構編號(如有) : \_\_\_\_\_

Name: (English) (英文) \_\_\_\_\_  
名稱

(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址

Tel. No. \_\_\_\_\_  
電話

Email: \_\_\_\_\_  
電郵

Fax No. \_\_\_\_\_  
傳真號碼

2. Joint organizer(s) / Co-organizer(s) (Please use separate sheet as necessary)

合辦/協辦機構 (如下列位置不夠填寫，請另紙列明)

Organization 1 機構一

Name: (English) (英文) \_\_\_\_\_  
名稱

(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址

Tel. No. \_\_\_\_\_  
電話

Organization 2 機構二

Name: (English) (英文) \_\_\_\_\_  
名稱

(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址

Tel. No. \_\_\_\_\_  
電話

\* An Applicant Number is to be provided by Sham Shui Po District Office. Please quote the Applicant Number in your future applications.

\* 深水埗民政事務處會提供申請編號予申請機構。請在日後的申請書填上「申請機構編號」。

3. Date(s) and Time of Function (Use separate sheet as necessary)  
活動舉行日期及時間 (如下表位置不夠填寫，請另紙列明)

	Date(s) of function 活動舉行日期	Time 時間		Total number of hours 總時數
		From 由	To 至	
Most preferred option 首選		am/pm 上/下午	am/pm 上/下午	
Next preferred option 次選 (for ballot application) (供抽籤申請之用)		am/pm 上/下午	am/pm 上/下午	

- Each session starts and ends on the hour.  
每節時間由每小時正開始及結束。
- Most Preferred Option will be awarded if the respective time slots have not been occupied;  
倘若其首選時段沒被租用，便會獲分配其首選時段；
- Time slots of the Next Preferred Option will be allocated if that of the Most Preferred Option has been occupied,  
倘若其首選時段已全部被租用，便會獲分配其次選時段；
- If the Most Preferred Option has been occupied in part, the option with longer hours will be awarded.  
倘若其首選時段已部分被租用，則會獲分配可供借用時間較長的選擇時段。

4. Description of activity to be held:

擬舉辦活動簡介

Name of function (English 英文) \_\_\_\_\_

活動名稱

(Chinese 中文) \_\_\_\_\_

Objectives: \_\_\_\_\_

目的

Target Groups served: \_\_\_\_\_ Estimate No. of participants: \_\_\_\_\_

服務對象

預計參加人數

Charges to participants / Yes No If yes, please state the amount chargeable per head

audience

是  否

Participant: \$ \_\_\_\_\_ / Audience: \$ \_\_\_\_\_

(Please attach the Income and Expenditure Estimate)

參加者/觀眾收費

若須收費，請說明每位參加者須繳費若干。

參加者: \$ \_\_\_\_\_ / 觀眾: \$ \_\_\_\_\_

(請夾附收支預算表)

5. Facilities applied for (Please read Appendix I. For use of furniture and equipment, state also type and quantity)

申請租用的設施 (請參閱附錄 1。如需借用家具及器材，請註明類別及數量。):

Please "✓" as appropriate (請於合適處填上「✓」號)

	Venue 場地	Air-Con. 空氣調節	Other facilities, please state 其他設施(請列明)
Hall 禮堂			
Dressing Rooms (Male/Female) 化妝室(男/女)			
Conference Room [except CSWCC and THTCC] 會議室 [長沙灣社區中心及大坑東社區中心除外]			
Stage Meeting Room [LCKCH, MFCH and PTCH only] 舞臺會議室 [只適用於荔枝角、美孚及白田社區會堂]			
Activity Room [SKMCH only] 活動室 [只適用於石硤尾社區會堂]			
Multi-purpose Activity Room [CSWCC and SKMCH only] 多用途活動室 [只適用於長沙灣社區中心及石硤尾社區會堂]			
Basketball Court [NCDCC and THTCC only] 籃球場 [只適用於南昌社區中心及大坑東社區中心]			
Outdoor Play Area [CSWCC only] 露天操場 [只適用於長沙灣社區中心]			
Badminton Court [except THTCC and LKCH] 羽毛球場 [大坑東社區中心及麗閣社區會堂除外]			
Others* (Pl. specify _____) 其他 (請註明 _____)	*Please submit application separately for posting or hanging posters, slogans, banners or portraits *請另行入紙申請張貼/懸掛海報、標語、橫額或肖像		

6. Application for exemption from payment of charges: Yes / No

是否擬申請豁免收費： 是／否

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

The applicant hereby declares that the applicant / and joint organiser(s) / co-organiser(s)\* belong(s) to the following group(s) of organisation(s). (\* Please delete as appropriate)

申請機構現謹聲明，申請機構／及合辦機構／協辦機構\*屬於以下團體：(\*請刪去不適用者)

Applicant 申請機構	Joint organizer / Co-organizer 合辦/協辦 機構	Please "✓" the appropriate box (請在適當的空格內填上「✓」號)
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- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. subvented welfare agencies 資助福利團體 (Note 註)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. subvented educational institutions, subvented schools or non-profit making schools<br>資助教育機構、津貼學校或非牟利學校 (Note 註) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和<br>區議員辦事處                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations 慈善團體 (Note 註)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations 非牟利團體 (Note 註)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees recognized by the Government 政府認可地方委員會  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments 政府部門  |

*Note: Please submit valid supporting documents if you do not have an Applicant Number under Section A(1).*

註：如沒有申請機構編號(甲部第1項)，請提交有效證明文件或會章。

*(If more than one joint organizer/ co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個合辦/協辦機構，請按以上要求另紙列出它們所屬的團體類別。)*

The applicant understands that in applying for exemption from payment of charges for use of facilities, the applicant and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Appendix 4 of the "Guidelines and Conditions on the Use of Community Hall / Community Centre in Sham Shui Po District" and should not take any profit out of the activity.

申請機構明白，如申請豁免租用設施的收費，申請機構及合辦／協辦機構(如有的話)必須符合「租用深水埗區社區會堂／社區中心設施指南和條件」附錄四所載的條件，並且不可從活動獲取收益。

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 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 and Conditions on the Use of Community Hall / Community Centre in Sham Shui Po District" and its appendices. 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.

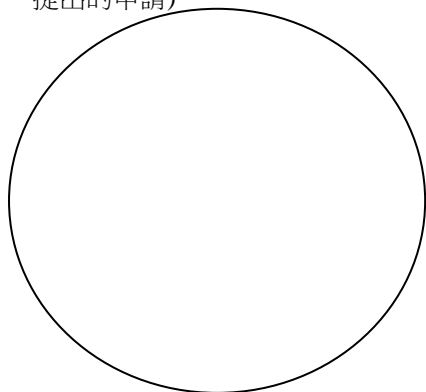
申請機構謹此聲明，在本表格填寫的一切資料均屬真實及正確。申請機構已細閱「租用深水埗區社區會堂／社區中心設施指南和條件」及其附錄所載的租用上述設施的規定及條件，並同意遵從各項規定。申請機構完全明白並確認，如違反有關規定或條件，其使用社區會堂／社區中心的權利會立即被撤銷，而申請機構亦不會獲得任何形式的賠償。

Official stamp of applicant

(applicable to applicant  
organisation only)

申請機構的正式印鑑

(只適用於以機構名義  
提出的申請)



Signature 簽署 : \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Person-in-charge / Person-in-charge of  
Authorized Person Activity \*\*\*  
機構負責人/ 獲授權人 活動負責人[註]

Position 職位 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

如對填寫本表格有任何問題，請致電 2150 8127 與本處職員聯絡。

\*\*\* The Person-in-charge of the organization could be the same as the Person-in-charge of the Activity. The Person-in-charge of the Activity will be required to complete the inspection form in the presence of the CC/CH venue staff. Thus, details of the Person-in-charge of Activity must be provided at Annex 2 no later than the activity date.

機構負責人亦可是活動負責人，活動負責人須於活動當天與本處職員一同核實巡查表，故活動負責人的資料須不遲於活動當日向本處提供填妥的附件二有關活動負責人的資料。

申請團體可以下列方式遞交申請表及其他所需文件：

- 以傳真或電郵方式遞交 (傳真號碼：2387 9805，電郵地址：chcc\_ssp@had.gov.hk)。
- 郵寄或親身遞交至深水埗長沙灣道 303 號長沙灣政府合署 4 樓深水埗民政事務處。

Applicant organization may submit the application form and other required documents by the following means:

- By fax or by email (Fax No. 2387 9805, E-mail address: chcc\_ssp@had.gov.hk)
- By post or submit in person to SSPDO, 4/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

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, Sham Shui Po District Office, 4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

在本表格提供的個人資料會用作處理租用社區會堂/社區中心設施的申請，可能會為此目的而向有關方面披露。如欲更改或查閱在本表格提供的個人資料，請致函深水埗民政事務處(地址：九龍長沙灣道303號長沙灣政府合署4字樓)公開資料主任。

Summary Table (For Balloting only)  
申請活動優次列表 (只供抽籤申請之用)

Order of Activity 活動次序	CC/CH 場地	Facilities 設施	No of Hours 時數
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
(Total: ) (共: )	Total No of Hours: 總時數:		

Remarks (附註)

- (i) Each applicant can only apply for not more than a total of 240 hours for each quarter, the upper limit for a CC/CH shall be not more than 80 hours. (每個機構每季最多可合共申請租用 240 小時，當中就每個社區會堂/中心時數不得超過 80 小時。)
- (ii) The applicant should strictly abide by these guidelines, regulations and conditions, failing which demerit points will be given. Details of the Demerit Points System are at Appendix 8. (申請人須嚴格遵守本指南、規則和條件，否則會被記分。詳情請參閱 [附錄 8] 有關違規記分制度的規則。)

Official stamp of applicant  
(applicable to applicant organisation only)  
申請機構的正式印鑑  
(只適用於以機構名義提出的申請)

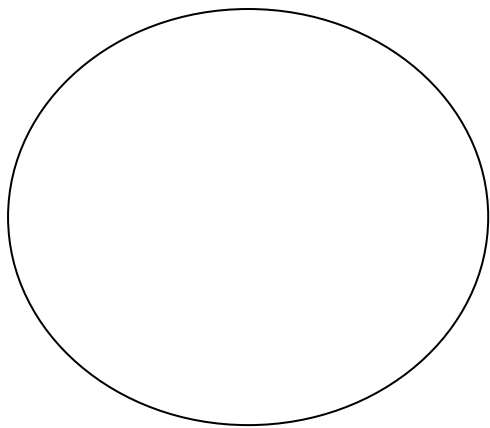
\_\_\_\_\_  
(Person-in-charge/Authorized Person)  
機構負責人/獲授權人簽署

Letter of Authorization for the Use of a CC/CH  
使用場地設施授權書

To: Sham Shui Po District Officer  
致：深水埗民政事務專員：

I, \*Mr/Ms \_\_\_\_\_ (I.D.No: \_\_ \_\_ \_\_ \_\_XXX(X)) is the Person-in-charge of (name of organization), I hereby authorize our member, \*Mr/Ms (I.D.No: \_\_ \_\_ \_\_ \_\_XXX(X)) as the Person-in-charge of the Activity to handle all matters relating to the approved use of \_\_\_\_\_ (facility) in \_\_\_\_\_ CH/CC at \_\_\_\_\_ \*am/pm on \_\_\_\_\_ (Date).

本人\_\_\_\_\_ \* 先生/女士 (身份證號碼：\_\_ \_\_ \_\_ \_\_XXX(X)) 是 (團體名稱) 的負責人，謹此授權本團體成員\_\_\_\_\_ \*先生/女士 (身份證號碼：\_\_ \_\_ \_\_ \_\_XXX(X)) 為活動負責人辦理使用場地設施的手續，於\* \_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日，由\*上午/下午/晚上 \_\_\_\_\_時\_\_\_\_\_分至\*上午/下午/晚上 \_\_\_\_\_時\_\_\_\_\_分使用已獲批准的 \_\_\_\_\_ 社區會堂/中心 \_\_\_\_\_ (設施)。



(Stamp Chop) 團體印鑑

Name (姓名) : \_\_\_\_\_

Signature (簽署) : \_\_\_\_\_

Position (職位) : \_\_\_\_\_

Contact Telephone No (聯絡電話) : \_\_\_\_\_

Date (日期) : \_\_\_\_\_

\*Please delete where inappropriate (請刪去不適用者)

Remarks: The information contained in this form is used for cross-checking and records purposes (附註：本表格所載的資料，將用於核對和記錄用途。)

The personal data provided in this form will be used for processing of the use of facilities and related matters 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, Sham Shui Po District Office, 4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. 在這份表格所提供的個人資料會用作處理社區會堂/中心設施的使用及相關事宜。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料，可以書面向深水埗民政事務處的公開資料主任提出，地址：九龍長沙灣道303號長沙灣政府合署4字樓。



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

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

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

(a) 活動舉行日期 :  
Date of function .....

(b) 活動名稱 :  
Name of function .....

(c) 活動性質/內容 :  
Nature/Content of function .....

(d) 活動參加人數 :  
No. of participants .....

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

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

由申請機構的職員自行清潔  
To be done by staff of applicant organization

聘用清潔承辦商 (承辦商名稱 : )  
Employ cleansing contractor (Name of contractor : )

其他 (請註明):  
Other (Please specify) : .....

5. 聲明 Declaration :  
本人明白並承諾遵守附頁/背頁的有關社區中心/會堂的設施內進食的規定。本人亦明白民政事務處保留不批准以上申請的權利。

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

簽署 :  
Signature .....

姓名 :  
Name .....

職位 :  
Position .....

日期 :  
Date .....

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

深水埗民政事務處  
申請張貼/懸掛活動海報、標語、橫額或肖像\*

申請機構/團體 : \_\_\_\_\_

合辦/協辦機構(如有) \_\_\_\_\_

申請日期 : \_\_\_\_\_

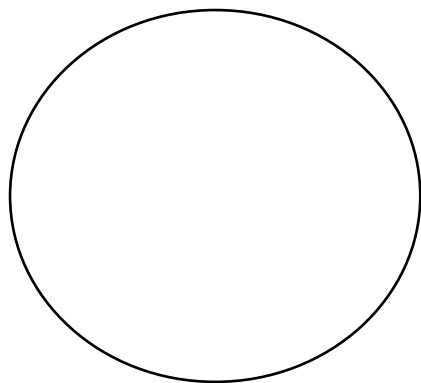
申請時段 : \_\_\_\_\_

舉辦活動名稱 : \_\_\_\_\_

活動海報、標語、橫額\*內容 : \_\_\_\_\_

(請夾附活動海報、標語、橫額\*圖樣予民政處批核)

機構/團體印鑑



簽署: \_\_\_\_\_

姓名: \_\_\_\_\_

日期: \_\_\_\_\_

\*請刪去不適用者