



聯校運動中心

## JOINT SPORTS CENTRE

### **Guidelines/ Criteria on Facilities Booking by External Organization**

#### **Booking Priority**

The three owners of institutions have the top priority to use the JSC facilities. All external bookings must be confirmed only after these institutions have finalized their PE lessons, training, and activity schedules. All bookings require approval from the JSC Operations Sub-Committee or JSC Management Committee.

#### **Criteria**

Under the Conditions of Grant endorsed by the Lands Department, only the following organizations are permitted to use JSC facilities:

- i. Non-profit Making Organizations
- ii. Educational Bodies
- iii. Organizations that promote sports development.

\*Commercial organization is not permitted.

#### **Available booking period for external organization**

The following are the three Schedules of non-peak periods: -

- Schedule One  
Weekend in April and May
- Schedule Two  
From the first day of first semester examinations until 23<sup>rd</sup> December  
【Subject to the final academic year calendar】
- Schedule Three  
From the first day of second semester examinations until the end of the second week of August  
【Subject to the final academic year calendar】

#### **Application details:**

- i. A written application with detailed proposal is accepted 3 months before the event via letter or email.
- ii. A drawing of lots will occur if there is more than one application for the same date/time.
- iii. No backup date will be reserved.
- iv. Confirmed applications must provide an insurance coverage certificate for the event.

**Payment and Cancellation**

- i. Payment should be made 14 days from the date of the invoice.
- ii. Cancellation made at least 14 days before the scheduled date of the activity, 50% of the rental fee will be refunded. Otherwise, no refund will be issued.
- iii. Upon an announcement of Tropical Cyclone Warning Signal No.8 or above, or the red/black rainstorm warning signal, or pre-warning thereof, 100% of the rental fee will be refunded.



### Joint Sports Centre

Fee & Charges for Use of Facilities by External Organization

(Group 1 – Partnership)

(Group 2 – Non Profit-making Organizations / Educational Bodies / Organizations that promote sports development)

Facilities	Group 1	Group 2
Track & Field Facilities - For Sporting Event (including basic equipment for Track & Field events and P.A. system)	<b>\$22,500/ whole day</b> <b>\$11,250/ half day</b>	<b>\$30,000/ whole day</b> <b>\$15,000/ half day</b>
- For Non-Sporting Event (including basic equipment for Track & Field events and P.A. system)	<b>\$27,000/ whole day</b> <b>\$13,500/ half day</b>	<b>\$36,000/ whole day</b> <b>\$18,000/ half day</b>
- Additional Hour	<b>\$3,750/ hr</b>	<b>\$5,000/ hr</b>
Running Track	<b>\$600/ hr/ lane</b>	<b>\$720/ hr/ lane</b>
Grass Soccer Pitch	<b>\$3,375/ 1.5 hrs</b>	<b>\$4500/ 1.5 hrs</b>
Tennis Court	<b>\$225/ hr</b>	<b>\$300/ hr</b>
Multi-purpose Court	<b>\$540/ hr</b>	<b>\$720/ hr</b>

Equipment	Group 1	Group 2
- Night (Floodlit) Surcharge	- Track & Field Facilities	\$300/ hr
	- Grass Soccer Pitch	\$200/ hr
	- Running Track	\$100/ hr
	- Tennis Court / Multi-purpose Court	\$80/ hr
Multi-purpose Room Room A/ Room B/ Room C (including audio-visual equipment)	\$180/ hr	\$240/ hr
Electronic Timing System		\$1,500/ whole day \$750/ half day
Photo Finish		\$1,500/ whole day \$750/ half day
Starting Pistol (including 60 cartridges)		\$1,000/ event
Gas Horn		\$100/ each/ event
Stopwatch		\$20/ each/ event
Tent		\$100/ each/ event
Folding Tent		\$50/ each/ event
Walkie Talkie		\$100/ each/ event

Notes:     Whole day     0800 – 1700 hrs  
              Half day     0800 – 1200 hrs or 1300 – 1700 hrs

Remark:

- Partnership: bookings by external users with partnership with a department of CityU, HKBU and PolyU to organize an event in Joint Sports Centre. The department must participate in the partnership application. The names of the departments must be prominently displayed on all promotional materials (such as posters, leaflets, brochures, websites, etc.) as organizers, co-organizers, or sponsors.
- A disinfection fee of \$5,000 will be applied based on the number of participants.