# Pilot Scheme on the Use of School Venues by Arts Groups
## Introduction and Booking Arrangements

"Pilot Scheme on the Use of School Venues by Arts Groups" (Pilot Scheme) launched by the Government in 2024 aims to further open up parts of school venues for rehearsals by arts groups after school hours on a pilot basis to foster the development of the arts and cultural industries as well as to promote arts education through the provision of more opportunities for students to access artistic creations. Participating schools open their school halls and/or multi-purpose activity rooms during selected timeslots at weekends and/or on school holidays of the school year for hire by arts groups for rehearsal.

Starting from the 2025/26 school year, the Pilot Scheme has been refined to better accommodate the rehearsal requirements of arts groups. In addition to weekends and school holidays, the opening up of the school venues has been extended to after-school hours on weekdays and during summer holidays.

For the list of participating schools, details of facilities to be opened (e.g. equipment/utilities provided, associated fees and charges, etc.) and the available months/slots, etc., please refer to the website of the Pilot Scheme for relevant information.

### Eligibility

The applicant arts groups and the proposed activities have to fulfill the following conditions:

1. The arts groups shall furnish together with the application form the latest, valid and subsisting documentary proof of their identity as non-profit making organisation.

2. The arts groups shall not use the school facilities/venues for holding profit-making activities. The hired school facilities/venues shall only be used for rehearsals related to upcoming performances. No performances shall be held in school facilities/venues.

3. The arts groups will be accorded a higher priority in assessment if they can broaden the arts and cultural knowledge and artistic horizons of students (such as providing students with complimentary access to dress rehearsals/performances/previews, conducting talks/workshops related to the promotion of arts and Chinese culture for students, etc.); or provide valid and genuine venue information as a proof that the rehearsal is related to an upcoming public performance.

### Booking Arrangements

Booking applications are accepted twice a year in mid-April to May and mid-September to October and processed collectively by the Performance Venues Office (Hong Kong West) of Leisure and Cultural Services Department (LCSD). Please refer to the information published on website for the availabilities of the participating schools before submission of booking applications.

Interested arts groups should submit booking applications in accordance with the timetable below. Completed application forms with the signed undertaking form of Conditions of Use of School Venues by Arts Groups and all documentary proof shall reach the Performance Venues Office (Hong Kong West) by post, by fax, via email or in person before 5:30pm on the last working day* of the month of May or October. In general, it requires two months to process the booking applications. LCSD will inform

the successful applicants when the booking applications are confirmed, and the successful applicants are required to contact the related schools directly for the details of the arrangement for hiring the school venue.

| Submission Period | Booking Period |
|---|---|
| Mid-April - May | September of the same year to January of the following year |
| Mid-September - October | February to August of the following year |


Enquiries: 3586 0254 (working days: from 9:30am to 5:45pm) (except public holidays)
Fax: 2851 1075
Email: schoolscheme@lcsd.gov.hk
Address: Performance Venues Office (Hong Kong West), 5/F, 345 Queen's Road Central, Hong Kong


* Working days mean Monday to Friday (except public holidays)