

**個人使用康樂及文化事務署免費康體設施申請表**  
**APPLICATION FOR INDIVIDUAL USE OF LCSD NON-FEE CHARGING FACILITIES**

備註: (一) 申請表應交回各場地所屬的康樂及文化事務署分區辦事處/公園辦事處。  
(二) 如以郵寄或親身方式遞交申請表, 請連同已貼上郵票之回郵信封一併遞交。  
(三) 每張申請表只限申請使用一個場地或一項設施。**重複申請同一場地(包括相同或不同時段), 將不獲受理。**

NOTE: 1. Application form should be submitted to the respective LCSD district/park office.  
2. Please enclose a stamped self-addressed envelope when submitting this application form by post or in person.  
3. Please use separate form for booking each venue or type of facility. Repeated applications for use of same venue (including same sessions or different sessions) will not be accepted.

**D) 申請人資料 PARTICULARS OF APPLICANT**

申請人姓名(必須以正楷書寫)

Name of Applicant (Full BLOCK letters): \_\_\_\_\_

身份證明文件號碼 (首四個號碼)

Identity Document No. (First 4 digits): \_\_\_\_\_

球隊/團體名稱(如適用)

Name of Team/Organization (If applicable): \_\_\_\_\_

聯絡電話 Contact Tel.: \_\_\_\_\_

地址 Address: \_\_\_\_\_

**II) 申請資料 DETAILS OF APPLICATION**

場地名稱

Name of venue : \_\_\_\_\_

設施類別(只適用於非透過「SmartPLAY 康體通」系統預訂的免費康體設施)(請註明): \_\_\_\_\_

Type of Facility (Only applicable to non-fee charging recreation and sports facilities not booked through the SmartPLAY System) (Please specify): \_\_\_\_\_

月份 Month	預訂日期 Applied Date		預訂時間 Applied Time (最多兩小時)(A maximum of 2 hours)
	首選 1 <sup>st</sup> Choice		至 (to)
	次選 2 <sup>nd</sup> Choice		至 (to)

本人已閱悉並承諾遵守康文署最新的「免費設施一般使用條件」(網址: <https://www.lcsd.gov.hk/tc/condition/non-fee.html>)。在租用設施期間, 如本人或獲本人准許進入設施的任何人士使用設施時因本人或上述獲准進入場地人士本身任何作為、不作為、失責行為、行為不當或疏忽而引致任何人士蒙受任何損失、損毀或傷亡, 以致有關人士向政府、其僱員及代理人提出訴訟、申索、索求及法律程序, 本人必須就所有這些訴訟、申索、索求及法律程序向政府、其僱員及代理人作出彌償。

I have read the latest Conditions of Use of LCSD Recreation and Sports Facilities (website: <http://www.lcsd.gov.hk/en/condition/index.html>) and I undertake to observe the Conditions. During the hire period, I shall indemnify the Government, its employees and agents against all actions, claims, demands and proceedings by any person who suffers or sustains any loss, damages, injury or death arising out of or as a result of the use of the facility/facilities by me or any person admitted by me to the facility/facilities due to my act, omission, default, misconduct or negligence or on the part of such person admitted to the facility/facilities as aforesaid.

本人聲明, 本人是以使用人身份租訂此段節及設施。本人承諾如因任何原因無法取場及在場使用設施, 會按「康樂及體育設施使用條件」所列明的途徑取消已租訂的段節及設施, 並不會透過任何形式轉讓用場許可。

I declare that I book the session and facility as a user. I undertake to cancel the booked session and facility according to the means specified in the “Conditions of Use of Recreation and Sports Facilities” in the event that I fail to check-in for the booked session and be present during the use of the facility for any reason, and will not engage in any form of transfer of user permit.

簽署

Signature. : \_\_\_\_\_

申請人姓名(正楷)

Name in Block Letters : \_\_\_\_\_

日期

Date : \_\_\_\_\_

備註

Note

1. 申請人所提供的個人資料，只作處理租訂申請及使用康樂及文化事務署康樂及體育設施之用，本署授權人員基於上述目的方可查閱。在未經申請人的事先同意前，本署不會向其他人士或機構披露所收集得關於申請人的資料。申請人如欲更正或查閱所提供的個人資料，請聯絡接受申請的場地／所屬的分區康樂事務辦事處

(<https://www.lcsd.gov.hk/clpss/tc/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=>)。申請人如未能提供所需的個人資料，本署將無法處理有關申請。

The information provided by the Applicant will only be used for booking applications processing and the use of recreation and sports facilities under the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. The information this Department collected about the applicant will not be disclosed to any other party without the applicant's prior consent. For correction of or access to the personal data provided in this form, please contact the venue / the District Leisure Services Office (<https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=>) which accepted the application. If an applicant fails to provide the personal information required, this Department will not be able to process his/her application.

2. 如以郵寄或親身方式遞交申請表，請夾付已貼郵票的回郵信封。

Please enclose a stamped return envelope when submitting this application form by post or in person.

3. 如以郵寄方式遞交申請，投寄前請確保郵件上已貼上足夠郵資。本署不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁([https://www.hongkongpost.hk/tc/postage\\_calculator/index.html](https://www.hongkongpost.hk/tc/postage_calculator/index.html))。

If the application is submitted by post, please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website ([http://www.hongkongpost.hk/en/postage\\_calculator/index.html](http://www.hongkongpost.hk/en/postage_calculator/index.html)).

4. 申請人必須填寫所有資料及簽妥聲明。如填寫資料不全，申請將不獲受理。

Applicants must fill in all fields and duly sign the declaration. If the applicant provides incomplete information, the application will not be accepted.

## 申請使用康樂及文化事務署免費康體設施的參考時間表

### I) 一個月前預訂

- 市民可透過每月的抽籤形式申請用場
- 以標準表格申請，並以有關辦事處收到申請的日期作準。
- 每位申請者每次申請只能預訂最多兩小時的節數

#### *參考時間表*

- ❖ 用場日期之月份 - 二〇XX 年五月
- ❖ 申請人遞交申請之月份 - 二〇XX 年三月
- ❖ 抽籤日期 - 二〇XX 年四月十日
- ❖ 康樂及文化事務署確認預訂日期 - 二〇XX 年四月二十日前

### II) 於各地區辦事處的訂場處租訂剩餘可供使用的節數/設施

#### *參考時間表*

- ❖ 用場日期之月份 - 二〇XX 年五月內任何未被預訂的日期/時間
- ❖ 訂場服務 - 由二〇XX 年四月二十日至五月底
- ❖ 程序 - 親身或授權代表攜同身分證明文件
- ❖ 限額 - 每名租用人的個人預訂限額是同一類設施每日最多 2 小時

## Schedule of Applications for use of Non-fee Charging Facilities of LCSD

### I) One month in advance bookings

- By the general public through monthly balloting
- Use standard application form and will be accepted according to the date of receipt by the concerned district booking office
- Each applicant shall be permitted to book up to a maximum of two hours in each application

#### *Indicative schedule*

- ❖ Month of the intended date of use - May 20XX
- ❖ Month of submission of application - March 20XX
- ❖ Balloting date - 10 April 20XX
- ❖ Date of confirmation by LCSD - before 20 April 20XX

### II) Counter bookings for remaining available sessions/facilities at district booking office

#### *Indicative schedule*

- ❖ Month of the intended date of use - any available date/time in May 20XX

- ❖ Booking service – starting 20 April till end of May 20XX
- ❖ Procedure – person (or authorized representative) with identification document
- ❖ Quota – The individual booking quota per hirer is a maximum of 2 hours per day for the same type of facility.