1. **Booking Procedures for Athletics Meet**

   Block bookings may be made by schools

   (a) Only sessions from 8:00 am to 6:00pm on Mondays to Fridays, and from 8:00 am to 1:00 pm on Saturdays (except Sundays, Public Holidays and School Holidays).

   (b) Bookings may be made one school year in advance for the period from 3 September 2018 to 12 July 2019.

2. **Application Procedures**

   (a) Schools intend to organize their own athletics meets in LCSD Sports Grounds should complete the Applications **Form A** and **Form B** to apply for use of the venues in the Urban and the New Territories respectively. For joint-school athletics meets, schools should complete the Application **Form C**.

   (b) The forms should be returned to the booking office of respective venues by mail or fax on or before 2 May 2018 (Wednesday). All late applications will be treated as ordinary booking.

   (c) Priority will be given to joint-school athletics meets to be held in all sports grounds except Wan Chai Sports Ground. A joint-school athletics meet refers to a meet organised among all/the majority of the schools of the same sponsoring body and at least three schools of the body should participate in the meet. Priority will only be granted to one joint-school athletics meet **per level, i.e. primary or secondary level**, for each sponsoring body in each academic year.

   (d) Each school* or sponsoring body should submit ONE application for not more than two dates. (Note: * Schools using a single registered school name for their primary and secondary sections will be counted as TWO individual schools.) Multiple applications will be disqualified and will not be accepted for ballots.

   (e) Applications from schools in the New Territories for use of sports grounds in the Urban area or vice versa will only be dealt with when Second Ballot of the allocation exercise for schools is completed.

   (f) Under normal circumstances, application from school to transfer a confirmed booking to a different date/time will be deemed to be a cancellation and the fees paid will be forfeited. However, District Leisure
Managers may exercise discretion to permit transfer of a confirmed booking on justifiable grounds provided by the school. The application for transfer of booking can only be made after the whole allocation exercise has been completed.

3. Balloting Procedure

(a) First Ballot – Stage I (School representatives may attend)

First ballot is done in two stages. The purpose of Stage I is to determine the order for individual schools to select the date(s) of using the sports ground of their first choice at Stage II. Staff from the schools concerned may witness the ballot. Separate ballots will be held for individual sports grounds. Dates, time and venues for the first ballots (Stage I) are listed below:

<table>
<thead>
<tr>
<th>District</th>
<th>Sports Ground</th>
<th>Venue for conducting balloting</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern</td>
<td>Aberdeen Sports Ground</td>
<td>Wan Chai Sports Ground</td>
<td>14/5/2018</td>
<td>9:00am to 1:00pm</td>
</tr>
<tr>
<td>Wan Chai</td>
<td>Wan Chai Sports Ground</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern</td>
<td>Siu Sai Wan Sports Ground</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sham Shui Po</td>
<td>Sham Shui Po Sports Ground</td>
<td>Sham Shui Po Sports Ground</td>
<td>21/5/2018</td>
<td>9:30am to 10:30am</td>
</tr>
<tr>
<td>Kowloon City</td>
<td>Perth Street Sports Ground</td>
<td>Kowloon Tsai Sports Ground</td>
<td>15/5/2018</td>
<td>9:30am to 10:30am</td>
</tr>
<tr>
<td>Dong Tai Sin</td>
<td>Hammer Hill Road Sports Ground</td>
<td>Hammer Hill Road Sports Ground</td>
<td>14/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td>Kwun Tong</td>
<td>Kowloon Bay Sports Ground</td>
<td></td>
<td>16/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td>Islands</td>
<td>Cheung Chau Sports Ground</td>
<td>Islands District Leisure Services Office Rm 1414, 14/F, Harbour Building, 38 Pier Road, Central</td>
<td>24/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td>Tuen Mun</td>
<td>Siu Lun Sports Ground</td>
<td>Conference Room, 2/F, Tai Hing Sports Centre</td>
<td>11/5/2018</td>
<td>10:00am to 1:00pm</td>
</tr>
<tr>
<td>Yuen Long</td>
<td>Tin Shui Wai Sports Ground</td>
<td>Conference Room, Tin Shui Wai Sports Ground</td>
<td>9/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td>Tsuen Wan</td>
<td>Shing Mun Valley Sports Ground</td>
<td>Reporters’ Room, Shing Mun Valley S/G</td>
<td>11/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td>Kwai Tsing</td>
<td>Kwai Chung Sports Ground</td>
<td>Conference Room, Osman Ramju Sadick Memorial Sports Centre</td>
<td>11/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td>North</td>
<td>North District Sports Ground</td>
<td>Activity Room Lung Sum Avenue Sports Centre 1/F, 155 Jockey Club Road, Sheung Shui</td>
<td>18/5/2018</td>
<td>10:00am</td>
</tr>
<tr>
<td></td>
<td>Fanling Recreation Ground</td>
<td>No Balloting Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>Sports Ground</td>
<td>Venue for conducting balloting</td>
<td>Date</td>
<td>Time</td>
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</tr>
<tr>
<td>Tai Po</td>
<td>Tai Po Sports Ground</td>
<td>Tai Po Sports Ground</td>
<td>15/5/2018 (Tuesday)</td>
<td>10:00am</td>
</tr>
<tr>
<td>Sha Tin</td>
<td>Ma On Shan Sports Ground</td>
<td>Meeting Room of Sha Tin Sports Ground</td>
<td>16/5/2018 (Wednesday)</td>
<td>10:00am</td>
</tr>
<tr>
<td>Sai Kung</td>
<td>Sai Kung Tang Shiu Kin Sports Ground</td>
<td>Tseung Kwan O Sports Ground</td>
<td>25/5/2018 (Friday)</td>
<td>10:00am</td>
</tr>
</tbody>
</table>

(b) **First Ballot – Stage II**: selection of date(s) (School representatives must attend)

(a) After Stage I, letters on the results will be sent to the schools concerned by batches and invite schools representatives to select the date(s) on behalf of the school. A booking chart showing the available sessions of the sports ground will be enclosed for reference.

(b) School representatives should attend the date selection session to be held at the respective sports grounds as specified in the letter. In each session, the selection will proceed according to the order of schools drawn in Stage I. Any late comers will miss the priority and be arranged to select after other schools of the same session.

(c) The representative from each school is allowed to select a maximum of two dates for using a sports ground. The date(s) selected is/are confirmed on the spot. School representative is required to sign the Ballot Result Slip and will be given a copy of the Slip on the spot for the record of the school.

(c) **Second Ballot**

Second ballot may be arranged for those schools which fail to secure the use of the sports ground of their first choice. The date, time and venue for the second ballot will be sent to schools concerned.

(d) After the First/Second Ballots, schools are required to complete and return a checklist to be provided by respective sports grounds for further processing of their bookings within two weeks.

(e) Schools fail to attend Stage II of the First Ballot or the Second Ballot of the allocation exercise may apply for the use of those unallocated sessions still available. The applications should be sent direct to the relevant booking offices. Allocation will be made on a first-come-first-served basis.

(f) Late application will not be accepted for ballot. The forms should be sent direct to the respective booking offices of the venue. The applications will only be dealt with when Second Ballot of the allocation exercise is completed.
(g) After the allocation exercise, a confirmation letter and a demand note will be sent to successful schools. Payment must be made before the due date and the date of use.

4. Booking Procedures for Athletics Training

All sessions not reserved by bookings for Athletics Meets may be booked by schools for Athletics Training:

(a) Only sessions from 8:00am to 6:00pm on Mondays to Fridays, and from 8:00am to 1:00pm on Saturdays (except Sundays, Public Holidays and School Holidays).

(b) Bookings may be made one school year in advance for the 3 September 2018 to 12 July 2019.

Application Procedures for Athletics Training

(a) Schools (including kindergartens) should use the Application Form D and E to apply for the use of the sports grounds for training. Priority will be given to secondary and primary schools for booking of sports grounds to conduct athletic training. The sports grounds can be booked by the kindergartens to organise activities related to the learning area of "Physical Fitness and Health". Completed form(s) should be returned to the booking office of the respective venue by mail or fax on or before 1 June 2018 (Friday).

(b) Late applications will not enjoy any priority of booking, and will be treated as ordinary advance booking.

(c) If the use of the facilities is approved, a permit and a demand note (for use of venue in the Urban area) will be sent to the schools concerned. Payment must be made before the due date and the date of using the facilities.

5. Reallocation or Refund

In case of suspension of school activities under adverse weather conditions, school can request for reallocation if dates are available, or refund under the following circumstances.

(a) The Education Bureau announces class suspension of school(s);
(b) The Hong Kong Observatory issues Red or Black Rainstorm Warning Signal;
(c) The Hong Kong Observatory issues Tropical Cyclone Warning Signal No. 3 or above;
(d) Sessions fall within 2 hours after the issue of Pre-No. 8 Special Announcement;
(e) Air Quality Health (AQHI) or its forecast is 10 or above, of Serious Health Risk, as issued by the Environmental Protection Department;
(f) Serious flooding in the district at which the school or the venue is located; and
(g) The Hong Kong Observatory issues thunderstorm warning (for outdoor facilities).

6. **Conditions of Use**


7. **Hiring Charges of Sports Grounds**

   Schools are eligible for concessionary rate during specified period. The updated hiring charges of the facilities are assessable at the LCSD website. The charges are subject to change as announced by the Leisure and Cultural Services Department

   **Urban:**

   **New Territories:**

8. **Details of all Leisure and Cultural Services Department Sports Grounds**

   Detailed information on LCSD Sports Grounds are available at LCSD website (http://www.lcsd.gov.hk/tc/facilities/facilitieslist/facilities.php?ftid=38&did=2)

9. **Proposed Closure Period for Maintenance in 2018/19**

   Please refer to **Annex**.

10. **Hiring Time**

    Whole day hiring time is from 8:00 am to 5:00 pm; half-day hiring time is from 8:00 am to 12:00 noon or from 1:00 pm to 5:00 pm.
<table>
<thead>
<tr>
<th>District</th>
<th>Venue</th>
<th>Proposed Closure period for Maintenance (subject to change as announced by the venue)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>(1) Aberdeen Sports Ground</td>
<td>• Closed from 10/12/2018 to 1/1/2019</td>
<td>• No booking on Wednesday (Whole day)and Friday afternoon</td>
</tr>
<tr>
<td>Wch</td>
<td>(2) Wan Chai Sports Ground</td>
<td>• Closed from 11/6/2018 to 9/9/2018 and 17/12/2018 to 6/1/2019. &lt;br&gt;• Please note that the renovation work of MTR Shatin to Central Link have been commenced on 1 June 2014 at Wan Chai Sports Ground, part of facilities were affected during renovation work.</td>
<td>• No booking on Saturdays. &lt;br&gt;• Priority will be given to schools in HKSSF Division I &amp; II Inter-school Athletics Championships 2018-2019 &lt;br&gt;• Second priority will be given to schools in Wan Chai, then schools located on Hong Kong Island.</td>
</tr>
<tr>
<td></td>
<td>(3) Causeway Bay Sports Ground</td>
<td>• Closed from 21/5/2018 to 22/7/2018 and 7/1/2019 to 4/2/2018.</td>
<td>• Track length : 100m &lt;br&gt;• Pitch inside track is for throwing events only. &lt;br&gt;• No booking on Thursdays.</td>
</tr>
<tr>
<td>E</td>
<td>(4) Siu Sai Wan Sports Ground</td>
<td>• Closed from 16/7/2018 to 9/9/2018 and 17/12/2018 to 6/1/2019. &lt;br&gt;• Tentatively closed from February to August 2019 due to renovation works. For updates, please call venue staff at 2505 1320 before submission.</td>
<td>• No booking on Mondays</td>
</tr>
<tr>
<td>SSP</td>
<td>(5) Sham Shui Po Sports Ground</td>
<td>• Closed from 17/12/2018 to 14/1/2019</td>
<td>• No booking on Mondays.</td>
</tr>
<tr>
<td>KC</td>
<td>(6) Kowloon Tsai Sports Ground</td>
<td>• Closed from 5/7/2018 to 31/8/2018 and 27/12/2018 to 16/1/2019</td>
<td>• No booking on Tuesdays.</td>
</tr>
<tr>
<td></td>
<td>(7) Perth Street Sports Ground</td>
<td>• Closed from 15/10/2018 to 26/12/2018</td>
<td>• No booking on Mondays. &lt;br&gt;• Track length is 286m. &lt;br&gt;• Infield for throwing events training only. &lt;br&gt;• Refurbishment works will be carried out from 15/10/2018 to 26/12/2018 tentatively.</td>
</tr>
<tr>
<td>WTS</td>
<td>(8) Hammer Hill Road Sports Ground</td>
<td>• Closed from 1/7/2018 to 31/8/2018 and 16/12/2018 to 5/1/2019 &lt;br&gt;• Closed from 11/3/2019 to 17/3/2019 for Athletic Training by HKAAA.</td>
<td>• No booking on Mondays.</td>
</tr>
<tr>
<td>KT</td>
<td>(9) Kowloon Bay Sports Ground</td>
<td>• Closed from 9/7/2018 to 15/9/2018 and from 16/12/2018 to 14/1/2019.</td>
<td>• No booking on alternate Wednesday</td>
</tr>
</tbody>
</table>
## Proposed Closure period for Maintenance

### LCSD SPORTS GROUNDS IN THE NEW TERRITORIES AREA

*(2018/2019)*

### Proposed Closure period for Maintenance

(subject to change as announced by the venue)

<table>
<thead>
<tr>
<th>District</th>
<th>Venue</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Is       | (1) Cheung Chau Sports Ground | • Track length: 250m  
• No facility for javelin and discus. |
| TM       | (2) Siu Lun Sports Ground | • Closed from 20/5/2018 to 30/6/2018 and 18/12/2018 to 31/12/2018  
• No booking on Wednesday  
• Track length: 100m  
• No facility for high jump, discus, shot put and javelin. |
| (3) Tuen Mun Tang Shiu Kin Sports Ground | • Closed from 7/7/2018 to 31/8/2018 and 1/1/2019 to 14/1/2019  
• No booking on Mondays and 2nd & 4th Thursday of each month |
| YL       | (4) Tin Shui Wai Sports Ground | • Closed from 18/5/2018 to 30/6/2018 and 14/12/2018 to 3/1/2019  
• No booking on Tuesdays |
| (5) Yuen Long Stadium | • Closed from 1/7/2018 to 25/8/2018 and 4/1/2019 to 24/1/2019  
• Owing to the construction work of nearby Yuen Long Town Hall, running track no. 6 to 8 will be temporarily closed. For updates, please call venue staff at 2476 1804 before submission.  
• No booking on Wednesdays, 1st and 3rd Thursday of each month |
| TW       | (6) Shing Mun Valley Sports Ground | • Closed from 27/6/2018 to 21/8/2018 and 25/12/2018 to 8/1/2019  
• No booking on Mondays |
| KwT      | (7) Kwai Chung Sports Ground | • Closed from 20/6/2018 to 31/7/2018 and 18/12/2018 to 7/1/2019  
• No booking on Tuesdays |
| (8) Tsing Yi Sports Ground | • Closed from 24/5/2018 to 19/7/2018 and 21/12/2018 to 10/1/2019  
• No booking on Wednesdays |
| (9) Wo Yi Hop Road Sports Ground | • Closed from 3/6/2018 to 15/7/2018 and 9/12/2018 to 30/12/2018  
• No booking on Thursdays  
• Track length: 300m  
• No facility for high jump, shot put, javelin & discus. |
| N        | (10) Fanling Recreation Ground | • No booking on Monday  
• 2 Track Length: 100m per track  
• No facility for long jump, high jump, discus, shot put and javelin. |
| (11) North District Sports Ground | • Closed from 1/3/2018 to 30/11/2018 for renovation works on track and field facilities.  
• No booking on Wednesdays  
• Priority will be given to schools in North District, then schools located in other districts.  
• No provision of electronic timing system and scoreboard |
| TP       | (12) Tai Po Sports Ground | • Closed from 3/7/2018 to 27/8/2018 and 17/12/2018 to 30/12/2018  
• No booking on Mondays |
| ST       | (13) Ma On Shan Sports Ground | • Closed from 18/6/2018 to 18/8/2018 and 3/12/2018 to 17/12/2018  
• No booking on Tuesdays |
| (14) Sha Tin Sports Ground | • Closed from 2/8/2018 to 15/9/2018 and 3/1/2019 to 17/1/2019  
• No booking on Wednesdays  
• No provision of electronic timing system and scoreboard |
• No booking on Wednesdays |
| (16) Tseung Kwan O Sports Ground | • Closed from 16/7/2018 to 7/9/2018 and 17/12/2018 to 4/1/2019  
• No booking on Mondays, 1st & 3rd Tuesday of each month and Saturdays  
• Priority will be given to schools in Sai Kung, then schools in other districts.  
• No booking for athletics training.  
• No provision of electronic timing system and scoreboard |
• No booking on Friday  
• 300m running track with 120m straight  
• No provision of spectator stand  
• No provision of electronic timing system and scoreboard |
Application Form A

Use of LCSD Sports Grounds in the Urban Area by Schools
(for School Athletics Meets)
(This form should be returned to the relevant booking office by mail or by facsimile. Only applications received on or before 2/5/2018 will be accepted for the balloting.)

1. School (In English) :

(In Chinese) : Fax. No.:

2. Address :

3. School Type :** □ secondary □ primary □ others, please specify: 

4. Physical Education ** □ is included in the school’s curriculum. 
□ is not

5. Contact Person : *Mr./ Miss/Ms/Mrs Tel. No. 

6. (For secondary schools only)
Division in HKSSF Inter-school Athletics Championships 2018/2019 **
□ Division I □ Division II □ Division III

7. Sports Ground Applied For (Please put “1” and “2” to indicate your 1st and 2nd choices respectively) :

   (1) Aberdeen Sports Ground □ (5) Kowloon Bay Sports Ground □
   (2) Siu Sai Wan Sports Ground □ (6) Kowloon Tsai Sports Ground □
   (3) Wanchai Sports Ground □ (7) Perth Street Sports Ground □
   (4) Hammer Hill Road Sports Ground □ (8) Sham Shui Po Sports Ground □

8. Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

   Responsible person (A)  
   * Mr/ Miss/ Ms/ Mrs Position Held: 

   Hong Kong ID Card No. (First 4 digits): Tel. No.: 

   Responsible person (B)  
   * Mr/ Miss/ Ms/ Mrs Position Held: 

   Hong Kong ID Card No. (First 4 digits): Tel. No.: 

I confirm that this application is solely for our school’s athletics meet and submit one application form only.

I have read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Sports Grounds (website: http://www.lcsd.gov.hk/en/condition/ground.html) and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands 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 a person authorised by me due to my negligence or the negligence of such an authorised person.

Principal’s Signature : __________________________
Name of Principal : __________________________
(School Chop) Date : __________________________

* Please delete as appropriate
* Please tick in the appropriate box

Note
The personal data provided by the Applicant will only be used for processing applications for use of Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.

ACKNOWLEDGEMENT OF APPLICATION
(Re.: Application for Use of LCSD Sports Grounds in the Urban Area for School Athletics Meet)

Your application for exclusive use of the above Sports Ground for your school athletics meet has been received and is now being processed. Please follow LCSD’s allocation procedures as appropriate.

Leisure and Cultural Services Department
Application Form B
Use of LCSD Sports Grounds in the New Territories Area by Schools (for School Athletics Meets)
(This form should be returned to relevant booking office by mail or by facsimile. Only applications received on or before 2/5/2018 will be accepted for the balloting.)

1. School (In English): 
   (In Chinese): Fax. No.: 

2. Address: 

3. School Type**: secondary primary others, please specify: 

4. Physical Education** is included in the school’s curriculum. is not 

5. Contact Person: *Mr./Miss/Ms/Mrs Tel. No. 

6. Sports ground applied for (Please put “1” and “2” to indicate your 1st and 2nd choices, # no balloting required):

| (1.) Cheung Chau Sports Ground | (9.) Yuen Long Stadium |
| (2.) Kwai Chung Sports Ground | (10.) Fanling Recreation Ground# |
| (3.) Tsing Yi Sports Ground | (11.) North District Sports Ground |
| (4.) Wo Yi Hop Road Sports Ground | (12.) Tai Po Sports Ground |
| (5.) Shing Mun Valley Sports Ground | (13.) Ma On Shan Sports Ground |
| (6.) Siu Lun Sportsground | (14.) Sha Tin Sports Ground |
| (7.) Tuen Mun Tang Shiu Kin Sports Ground | (15.) Sai Kung Tang Shiu Kin Sports Ground |
| (8.) Tin Shui Wai Sports Ground | (16.) Tseung Kwan O Sports Ground |

7. For application for the use of Fanling Recreation Ground, please fill in the intended date(s) of use:

   Date(s): Time: 

8. Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

   Responsible person (A)

   * Mr/Miss/Ms/Mrs Position Held: 
     Hong Kong ID Card No. (First 4 digits): Tel. No.: 

   Responsible person (B)

   * Mr/Miss/Ms/Mrs Position Held: 
     Hong Kong ID Card No. (First 4 digits): Tel. No.: 
I confirm that this application is solely for our school's athletics meet and submit one application form only.

I have read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Sports Grounds (website: http://www.lcsd.gov.hk/en/condition/ground.html) and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands 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 a person authorised by me due to my negligence or the negligence of such an authorised person.

Principal’s Signature  : ____________________________
Principal’s Name  : ____________________________

(In Block Letters)

Date  : ____________________________

(School Chop)

* Please delete as appropriate
* * Please tick in the appropriate box

Note
The personal data provided by the Applicant will only be used for processing applications for use of Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.

ACKNOWLEDGEMENT OF APPLICATION
(Re. : Application for Use of LCSD Sports Grounds in the New Territories for School Athletics Meets)

Your application for exclusive use of the above Sports Ground for your school athletics meet has been received and is now being processed. Please follow LCSD’s allocation procedures as appropriate.

Leisure and Cultural Services Department
Application Form C

Use of LCSD Sports Grounds by Schools for Joint-school Athletics Meet
(This form should be returned to the relevant booking office by mail or by facsimile. Only applications received on or before 2/5/2018 will be accepted for the balloting.)

1. Name of Joint-school Athletics Meet: ________________________________

2. No. of schools under the Sponsoring Body: primary schools (  ) secondary schools (  )

3. School responsible for organising the Joint-school Athletics Meet

Name (In English): ____________________________________________

(In Chinese): __________________________________ Fax. No. __________

Address: ______________________________________________________

4. Contact person: *Mr./Miss/Ms/Mrs ____________________________ Tel. No. __________

5. Sports ground applied for: ________________________________

6. Proposed Date (s) of use: __________________ Time: ______________

7. Participating schools: (**please tick in the appropriate box. May use separate sheet(s) if more schools will participate.)

<table>
<thead>
<tr>
<th>No.</th>
<th>School</th>
<th>** Secondary School</th>
<th>** Primary Schools</th>
<th>** Will organise their own school athletics meets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
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<td>1.</td>
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<td>12.</td>
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No. of Secondary Schools: __________
No. of Primary Schools: __________
Total no. of Schools: __________
7. Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

Responsible person (A)

* Mr/Miss/Ms/Mrs  
  Position Held:  
  Hong Kong ID Card No.  
    (First 4 digits):  
  Tel. No.:  

Responsible person (B)

* Mr/Miss/Ms/Mrs  
  Position Held:  
  Hong Kong ID Card No.  
    (First 4 digits):  
  Tel. No.:  

I have read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Sports Grounds (website: http://www.lcsd.gov.hk/en/condition/ground.html) and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands 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 a person authorised by me due to my negligence or the negligence of such an authorised person.

Signature of applicant:  
Name of applicant:  
Post held:  
Date:  

Chop of Sponsoring Body

* Please delete as appropriate
* *Please tick in the appropriate box

Note
The personal data provided by the Applicant will only be used for processing applications for use of Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.

ACKNOWLEDGEMENT OF APPLICATION
(Re.: Application for Use of LCSD Sports Grounds for Joint-school Athletics Meet)

Your application for exclusive use of the above Sports Ground for your school athletics meet has been received and is now being processed. Please follow LCSD’s allocation procedures as appropriate.

Leisure and Cultural Services Department
Application Form D

Use of LCSD Sports Grounds in the Urban Area by Schools
( for Athletics Training )
(This form should be returned to the respective booking office by mail or facsimile. Only applications received on or before 1/6/2018 will have the priority of booking.)

1. School (In English) : ________________________________________________________________
   (In Chinese) : __________________________________ Fax. No. __________________________

2. Address : ____________________________________________________________

3. Contact Person : *Mr./Miss/Ms/Mrs ____________________________________________
   Tel. No. __________________________

4. Sports ground applied for (Please tick in the appropriate box) :
   (1) Aberdeen Sports Ground (5) Kowloon Bay Sports Ground
   (2) Siu Sai Wan Sports Ground (6) Kowloon Tsai Sports Ground
   (3) Causeway Bay Sports Ground (7) Perth Street Sports Ground
   (4) Hammer Hill Road Sports Ground (8) Sham Shui Po Sports Ground

5. Time and dates required :

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<tr>
<th>Dates</th>
<th>Time</th>
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6. Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

   Responsible person (A)
   * Mr/Miss/Ms/Mrs __________________________ Position Held: __________________________
   Hong Kong ID Card No. __________________________ Tel. No.: __________________________
   (First 4 digits):

   Responsible person (B)
   * Mr/Miss/Ms/Mrs __________________________ Position Held: __________________________
   Hong Kong ID Card No. __________________________ Tel. No.: __________________________
   (First 4 digits):
I have read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Sports Grounds (website: http://www.lcsd.gov.hk/en/condition/ground.html) and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands 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 a person authorised by me due to my negligence or the negligence of such an authorised person.

Principal’s Signature:

Name of Principal: (In Block Letters)

Date:

(School Chop)

* Please delete as appropriate

Note
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Application Form E

Use of LCSD Sports Grounds in the New Territories Area by Schools
(for Athletics Training)
(This form should be returned to the respective booking office by mail or by facsimile.
Only applications received on or before 1/6/2018 will have the priority of booking)

1. School (In English): __________________________________________________________
(In Chinese): ________________________________________________________________
Fax. No.: _________________________________

2. Address : _________________________________________________________________

3. Contact Person : *Mr./Miss/Ms/Mrs ____________________________
Tel. No.: _________________________________

4. Sports ground applied for : (Please tick ONE box only)

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<tbody>
<tr>
<td>1</td>
<td>Cheung Chau Sports Ground</td>
<td>10</td>
<td>Fanling Recreation Ground</td>
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<td>2</td>
<td>Kwai Chung Sports Ground</td>
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<td>North District Sports Ground</td>
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<tr>
<td>3</td>
<td>Tsing Yi Sports Ground</td>
<td>12</td>
<td>Tai Po Sports Ground</td>
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<td>4</td>
<td>Wo Yi Hop Road Sports Ground</td>
<td>13</td>
<td>Ma On Shan Sports Ground</td>
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<td>5</td>
<td>Shing Mun Valley Sports Ground</td>
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<td>Sha Tin Sports Ground</td>
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<td>6</td>
<td>Siu Lun Sportsground</td>
<td>15</td>
<td>Sai Kung Tang Shiu Kin Sports Ground</td>
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<td>7</td>
<td>Tuen Mun Tang Shiu Kin Sports Ground</td>
<td>16</td>
<td>Tseung Kwan O Sports Ground (Secondary S/G)</td>
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<td>8</td>
<td>Tin Shui Wai Sports Ground</td>
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<td>Yuen Long Stadium</td>
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5. Date(s)/period required : _______________________________________________________

6. Sessions and facilities required : (Please put the ◆ facility code in the appropriate boxes)

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<tr>
<td>8:00 am-9:00am</td>
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<td>9:00 am-10:00am</td>
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<td>11:00am-12:00nn</td>
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Note: (a) ◆Facility code : A = Running Track  B = High Jump  C = Long Jump
                     D = Shot Put  E = Discus / Javelin Throw
(b) Facilities represented by codes B, D & E are not available at Fanling Recreation
     Ground, Siu Lun Sports Ground & Wo Yi Hop Road Sports Ground.
(c) Facilities represented by code E is not available at Cheung Chau Sports Ground.
7. Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

Responsible person (A)

* Mr/Miss/Ms/Mrs __________________________ Position Held: __________________________

Hong Kong ID Card No. (First 4 digits): __________________________ Tel. No.: __________________________

Responsible person (B)

* Mr/Miss/Ms/Mrs __________________________ Position Held: __________________________

Hong Kong ID Card No. (First 4 digits): __________________________ Tel. No.: __________________________

I have read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Sports Grounds (website: http://www.lcsd.gov.hk/en/condition/ground.html) and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands 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 a person authorised by me due to my negligence or the negligence of such an authorised person.

Principal’s Signature : __________________________

Name of Principal : __________________________

(In Block Letters)

Date : __________________________

(School Chop)

* Please delete as appropriate

Note

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