



**LEISURE AND CULTURAL SERVICES DEPARTMENT  
BOOKING PROCEDURE FOR USE OF  
SPORTS CENTRES, TENNIS COURTS, SQUASH COURTS, TURF  
PITCHES AND HARD-SURFACED PITCHES/COURTS  
BY SCHOOLS**

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## **1. Booking Procedure**

Block bookings of LCSD recreation and sports facilities may be made by schools:

- (a) Only sessions from 7:00am to 6:00pm on Mondays to Fridays, and from 7:00am to 1:00pm on Saturdays (except Sundays, Public Holidays and maintenance days).
- (b) Bookings may be made one school year in advance for the period from 1 September 2022 to 14 July 2023.

## **2. Application Procedures**

- (a) Schools should complete the **respective application forms** to apply for use of those sports centres, tennis courts, squash courts, turf pitches and hard-surfaced pitches/courts.
- (b) The forms should be returned to the respective District Leisure Services Offices / Venue booking office by mail or fax on or before **1 June 2022**.
- (c) For cases of competing applications, a satisfactory arrangement amongst the applicants would be negotiated as far as practicable. However, if this is not possible, allocation will be decided by ballot (The number of sports facilities to be reserved by schools shall be subject to the returned bookings from users).
- (d) All late applications will be treated as ordinary advance booking, and will be processed with applications from other organizations.
- (e) Application for use of venues in the period not specified in (1) above should be made in accordance with the standard application procedure required of the general public.
- (f) When the application is accepted, confirmation letter will be issued to the school(s) concerned. Payment must be made before the due day and the date of use.

## **3. Reallocation and Refund**

In case of suspension of school activities under adverse weather conditions, school can request for reallocation, if dates available, or refund under the following circumstances (except non-fee charging facilities):

- (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) The Environmental Protection Department announces the health risk of the Air Quality Health (AQHI) reaches 'Serious' level in the district where the activities are conducted (AQHI scale of 10+);
- (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).

#### **4. Conditions of Use**

Schools should observe the updated 'Conditions of Use of the LCSD Recreation and Sports Facilities' (<http://www.lcsd.gov.hk/en/condition/index.html>) and Non-Fee Charging Facilities (<http://www.lcsd.gov.hk/en/condition/non-fee.html>).

#### **5. Hiring Charges of Recreation and Sports Facilities**

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:**

([http://www.lcsd.gov.hk/en/leisurelink/index/ls\\_booking\\_charges\\_urban.html](http://www.lcsd.gov.hk/en/leisurelink/index/ls_booking_charges_urban.html))

**New Territories:**

([https://www.lcsd.gov.hk/en/leisurelink/index/ls\\_booking\\_charges\\_nt.html](https://www.lcsd.gov.hk/en/leisurelink/index/ls_booking_charges_nt.html))

#### **6. Details of Facilities**

Detailed information on Sports Centres, Tennis Courts, Squash Courts, Turf Pitches and Hard-surfaced Pitches are available at the LCSD website (<http://www.lcsd.gov.hk/en/facilities/facilitieslist/landsports.html>).

## Use of the LCSD Sports Centres/Tennis Courts by Schools

### Application Form

【The completed application form should be returned to the relevant venue booking office by mail or facsimile on or before 1 June 2022. Please use separate form for each venue and facility】

1. School (In English) : \_\_\_\_\_  
 (In Chinese) : \_\_\_\_\_

2. Address : \_\_\_\_\_

3. Tel. No. : \_\_\_\_\_ Fax. No. : \_\_\_\_\_

4. Teacher-in-charge: \*Mr /Ms \_\_\_\_\_ \*Mr /Ms \_\_\_\_\_

5. Sports Centre/Tennis Courts applied for : \_\_\_\_\_

\* Arena / Activity Room/Others (please specify) \_\_\_\_\_

(If the arena is not used for the activities as designated, please specify \_\_\_\_\_)

6. Period / Dates required :

Period (Code a) : From \_\_\_\_\_ to \_\_\_\_\_ (except \_\_\_\_\_)

Period (Code b) : From \_\_\_\_\_ to \_\_\_\_\_ (except \_\_\_\_\_)

Period (Code c) : From \_\_\_\_\_ to \_\_\_\_\_ (except \_\_\_\_\_)

7. Session(s) required :

Please fill in the **period code(s)**, the **number of courts** required and the **activity code** (BB for basketball, VB for volleyball, BA for badminton, TT for table-tennis, CT for Cycling Track, T for Tennis Court) in the appropriate boxes.

**e.g. (a) 4 BA** = 4 badminton courts for period (a)

**(b) BB** = 1 basketball court for period (b)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am - 8:00 am						
8:00 am - 9:00 am						
9:00 am - 10:00 am						
10:00 am - 11:00 am						
11:00 am - 12:00 nn						
12:00 nn - 1:00 pm						
1:00 pm - 2:00 pm						
2:00 pm - 3:00 pm						
3:00 pm - 4:00 pm						
4:00 pm - 5:00 pm						
5:00 pm – 6:00 pm						

8. Name of responsible persons of the event (as stated on Hong Kong Identity Card)  
(Please provide the names of three responsible persons, one of whom must be present at the booked session to take up the booking at the venue.)

Responsible person (A)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (B)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (C)

\* Mr/Ms \_\_\_\_\_ 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) 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 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 School Head : \_\_\_\_\_

Name of School Head : \_\_\_\_\_

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

\_\_\_\_\_  
(School Chop)

\* Please delete as appropriate

Note

1. 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.
2. 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)).
3. Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.

## Use of the Leisure and Cultural Services Department Squash Courts by Schools Application Form

**【The completed application form should be returned to the relevant venue booking office by mail or facsimile on or before 1 June 2022. Please use separate form for each venue and facility】**

1. School (In English) : \_\_\_\_\_  
(In Chinese) : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Tel. No. : \_\_\_\_\_ Fax. No. : \_\_\_\_\_
4. Teacher in-charge : \*Mr./Ms \_\_\_\_\_ \*Mr./Ms/ \_\_\_\_\_
5. Venue applied for : \_\_\_\_\_
6. Period/Dates required :  
 Period (Code a) : From \_\_\_\_\_ to \_\_\_\_\_ (except \_\_\_\_\_ )  
 Period (Code b) : From \_\_\_\_\_ to \_\_\_\_\_ (except \_\_\_\_\_ )  
 Period (Code c) : From \_\_\_\_\_ to \_\_\_\_\_ (except \_\_\_\_\_ )
7. Session(s) required : Please fill in period code(s) and the number of courts required in the appropriate boxes, #e.g. (a)3 = 3 courts for Period (a)

Session	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
7:00 am – 7:30 am						
7:30 am – 8:00 am						
8:00 am – 8:30 am						
8:30 am – 9:00 am						
9:00 am – 9:30 am						
9:30 am – 10:00 am						
10:00 am – 10:30 am						
10:30 am – 11:00 am						
11:00 am – 11:30 am						
11:30 am – 12:00 nn						
12:00 nn – 12:30 pm						
12:30 pm – 1:00 pm						
1:00 pm – 1:30 pm						
1:30 pm – 2:00 pm						
2:00 am – 2:30 am						
2:30 pm – 3:00 pm						
3:00 pm – 3:30 pm						
3:30 pm – 4:00 pm						
4:00 pm – 4:30 pm						
4:30 pm – 5:00 pm						
5:00 pm – 5:30 pm						
5:30 pm – 6:00 pm						

8. Name of responsible persons of the event (as stated on Hong Kong Identity Card)  
(Please provide the names of three responsible persons, one of whom must be present at the booked session to take up the booking at the venue.)

Responsible person (A)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (B)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (C)

\* Mr/Ms \_\_\_\_\_ 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) 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 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 Principal : \_\_\_\_\_

Name of Principal : \_\_\_\_\_  
(IN BLOCK LETTERS)

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

\_\_\_\_\_  
(School Chop)

\* Please delete as appropriate

Note

1. 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.
2. 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)).
3. Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.

## Use of LCSD Natural and Artificial Turf Pitch by Schools

### Application Form

【The completed application form should be returned to the relevant venue booking office(s) by mail or facsimile on or before 1 June 2022. Please use separate form for each pitch. 】

1. School : (In English) \_\_\_\_\_

(In Chinese) \_\_\_\_\_

2. Address : \_\_\_\_\_

3. Tel. No : \_\_\_\_\_ Fax. No. : \_\_\_\_\_

4. Contact Person : \*Mr /Ms/ \_\_\_\_\_ \*Mr /Ms \_\_\_\_\_

5. Pitch applied for : \_\_\_\_\_ Pitch No. : \_\_\_\_\_

6.. Details for block booking: (The session time of turf and artificial turf pitches is different. Please refer to Annex for details.)

	Session (Please '✓' in the appropriate box)						Dates / Period  (DD/MM/YY to DD/MM/YY)	Except  (e.g. dates for holiday / examination)
	a	b	c	d	e	f		
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

7. Name of responsible persons of the event (as stated on Hong Kong Identity Card)

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

Responsible person (A)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (B)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (C)

\* Mr/Ms \_\_\_\_\_ 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) 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 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 School Head:

Name of School Head :

\_\_\_\_\_  
(IN BLOCK LETTERS)

Date :

\_\_\_\_\_  
(School Chop)

\* Please delete as appropriate

Note

1. 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.
2. 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)).
3. Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.

**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**NATURAL AND ARTIFICIAL TURF PITCHES**

Sessions available for school booking  
(subject to change as announced by venues)

**1. Natural Turf Pitches**

Monday to Friday

- (a) 8:00 am – 9:30 am
- (b) 9:30 am – 11:00 am
- (c) 11:00 am – 12:30 pm
- (d) 1:30 pm – 3:00 pm
- (e) 3:00 pm – 4:30 pm
- (f) 4:30 pm – 6:00 pm

Saturday

- (a) 8:00 am – 9:30 am
- (b) 9:30 am – 11:00 am
- (c) 11:00 am – 12:30 pm

- \* The natural turf pitch in Sai Kung Tang Shiu Kin Sports Ground of Sai Kung District will be closed for refurbishment works from April to December 2022.
- \* The natural turf pitch in Hin Tin Playground of Sha Tin District will be closed for the conversion works of artificial turf pitch from 1 April to 31 December 2022.
- \* The natural turf pitch in Yuen Long Stadium of Yuen Long District will be closed from June 2022 for redevelopment. The estimated construction period would be last for 45 months and no booking could be accepted.

**2. Artificial Turf Pitches (other than Artificial Turf Pitches in Po Kong Village Road Park and designated hockey Pitches)**

Monday to Friday

- (a) 8:00 am – 9:30 am
- (b) 9:30 am – 11:00 am
- (c) 11:30 am – 1:00 pm
- (d) 1:00 pm – 2:30 pm
- (e) 3:00 pm – 4:30 pm
- (f) 4:30 pm – 6:00 pm

Saturday

- (a) 8:00 am – 9:30 am
- (b) 9:30 am – 11:00 am
- (c) 11:30 am – 1:00 pm

- \* The artificial turf pitch No.3 in Morse Park of Wong Tai Sin District is anticipated to be closed for refurbishment works from 1 July 2022 to 31 January 2023.
- \* The artificial turf pitch No. 6 (soccer cum rugby pitch) in Happy Valley Recreation Ground of Central and Western District is anticipated to be closed for refurbishment works from 4 March to 31 December 2022.
- \* The artificial turf soccer pitch in Sun Yat Sen Memorial Park of Central and Western District will be closed for refurbishment works from 31 March to late December 2022.
- \* The artificial turf soccer pitch in Wu Shan Recreation Playground of Tuen Mun District is anticipated to be closed for refurbishment works from mid March to mid September 2023

### **3. Artificial Turf Pitches in Po Kong Village Road Park**

#### Monday to Friday

- (a) 7:30 am – 9:00 am
- (b) 9:00 am – 10:30 am
- (c) 10:45 am – 12:15 pm
- (d) 12:15 pm – 1:45 pm
- (e) 2:15 pm – 3:45 pm
- (f) 3:45 pm – 5:15 pm

#### Saturday

- (a) 7:30 am – 9:00 am
- (b) 9:00 am – 10:30 am
- (c) 10:45 am – 12:15 pm

**\* The artificial turf pitches in Po Kong Village Road Park of Wong Tai Sin District are anticipated to be closed for refurbishment works from 1 July 2022 to 31 January 2023.**

### **4. Designated Hockey Pitches**

#### Monday to Friday

- (a) 8:30 am – 10:00 am
- (b) 10:30 am – 12:00 nn
- (c) 12:30 pm – 2:00 pm
- (d) 2:30 pm – 4:00 pm
- (e) 4:30 pm – 6:00 pm

#### Saturday

- (a) 8:30 am – 10:00 am
- (b) 10:30 am – 12:00 nn

**Application Form**

**Use of LCSD Public Hard-surface Pitches/Courts by Schools**

***【Forms should be sent to the respective LCSD District Leisure Services Office / Park Management Office by mail or facsimile on or before 1 June 2022】***

1. School (In English) : \_\_\_\_\_  
(In Chinese) : \_\_\_\_\_

2. Address \_\_\_\_\_

3. Tel. : \_\_\_\_\_ Fax. : \_\_\_\_\_

4. Teacher-in-charge:  
\*Mr/Ms \_\_\_\_\_ \*Mr/Ms \_\_\_\_\_

5. Playground applied for (please specify the Facilities, Name of Playground and District):

	<u>District</u>	<u>Playground</u>	<u>Facilities</u>
Example	Kowloon City	Kowloon Tsai Park	Basketball Court
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

6. Facilities, time, period required:  
**[Please fill in all details in the Annex of this form. Use separate form for different venue/facilities. Duplicated forms are acceptable]**

7. Name of responsible persons of the event (as stated on Hong Kong Identity Card)  
(Please provide the names of three responsible persons, one of whom must be present at the booked session to take up the booking at the venue.)

Responsible person (A)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (B)

\* Mr/Ms \_\_\_\_\_ Position Held: \_\_\_\_\_

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

Responsible person (C)

\* Mr/Ms \_\_\_\_\_ 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 Non-fee Charging (website: <http://www.lcsd.gov.hk/en/condition/non-fee.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  
Principal : \_\_\_\_\_

Name of  
Principal : \_\_\_\_\_  
(in BLOCK LETTER)

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

\_\_\_\_\_  
School Chop

\* Please delete as appropriate

**Note**

1. 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
2. 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)).
3. Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.

**Please complete the following address label**

The Principal, School : _____ Address : _____ _____ (booking of LCSD hard-surface Pitches/Courts)	The Principal, School : _____ Address : _____ _____ (booking of LCSD hard-surface Pitches/Courts)
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