



**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**

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 2 September 2024 to 12 July 2025.

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 3 June 2024**.
- (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.
- (g) Sessions and facilities allocated to the school, cannot be changed after payment has been made.

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>), Non-Fee Charging Facilities (<http://www.lcsd.gov.hk/en/condition/non-fee.html>) and the following conditions applicable to schools:

- (a) Schools shall follow the instructions given by the officer in charge of a venue and must comply with the regulations and rules set out by the LCSD. The LCSD reserves the right to cancel the allocation of facilities in the event of non-compliance with any of the above regulations.
- (b) Schools shall assign school representative(s) to check in before using the facilities and at least one teacher or one authorised instructor who is qualified to provide training to coordinate and manage students when using the facilities during the booked sessions.
- (c) Schools shall ensure that the booked sessions and booked facilities are only used for the purpose of conducting PE lessons and extracurricular activities for students.

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)

New Territories:

(http://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 3 June 2024. 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 Conditions of Use stipulated in the Booking Procedure for Schools 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.

I, on behalf of _____ (name of school) (hereinafter referred to as “(name of school) (hereinafter referred to as “the school”), declare that the session and facility hired by the school is only used for purpose of conducting PE lessons or extracurricular activities for students and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

Signature of School Head : _____

Name of School Head : _____

Date : _____

(School Chop)

* Please delete as appropriate

Note

1. The information provided by the Applicant will only be used for the application for Hiring Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. For correction of or access to personal data collected by means of this form, please contact the venue / the respective District Leisure Services Office (<https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=>) which has accepted the application. If applicant fails to provide the required personal information, this Department will not be able to process the application.
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).
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 3 June 2024. 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 Conditions of Use stipulated in the Booking Procedure for Schools 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.

I, on behalf of _____ (name of school) (hereinafter referred to as “ (name of school) (hereinafter referred to as “the school”), declare that the session and facility hired by the school is only used for purpose of conducting PE lessons or extracurricular activities for students and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

Signature of Principal : _____

Name of Principal : _____

(IN BLOCK LETTERS)

Date : _____

(School Chop)

* Please delete as appropriate

Note

1. The information provided by the Applicant will only be used for the application for Hiring Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. For correction of or access to personal data collected by means of this form, please contact the venue / the respective District Leisure Services Office (<https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=>) which has accepted the application. If applicant fails to provide the required personal information, this Department will not be able to process the application.
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).
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 3 June 2024. 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 Conditions of Use stipulated in the Booking Procedure for Schools 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.

I, on behalf of _____ (name of school) (hereinafter referred to as “(name of school) (hereinafter referred to as “the school”)), declare that the session and facility hired by the school is only used for purpose of conducting PE lessons or extracurricular activities for students and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

Signature of School Head:

Name of School Head :

(IN BLOCK LETTERS)

Date :

(School Chop)

* Please delete as appropriate

Note

1. The information provided by the Applicant will only be used for the application for Hiring Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. For correction of or access to personal data collected by means of this form, please contact the venue / the respective District Leisure Services Office (<https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=>) which has accepted the application. If applicant fails to provide the required personal information, this Department will not be able to process the application.
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).

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 and school can contact venue for updated arrangement before submission of application)

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 Yuen Long Stadium of Yuen Long District has been 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.1 in Kowloon Tsai Park Park of Kowloon City District will be closed for refurbishment works from 1 March 2025 to 28 February 2026 tentatively.**

*** The 11-a-side artificial turf soccer pitch in Kowloon Bay Park of Kwun Tong District is anticipated to be closed for refurbishment works from late May 2024 to late February 2025**

*** The artificial turf pitch No.2 in Quarry Bay Park of Eastern District will be closed for refurbishment works from 1 June 2024 to 31 January 2025 tentatively.**

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

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 3 June 2024】

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 Conditions of Use stipulated in the Booking Procedure for Schools and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCS D 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.

I, on behalf of _____ (name of school) (hereinafter referred to as “ (name of school) (hereinafter referred to as “the school”), declare that the session and facility hired by the school is only used for purpose of conducting PE lessons or extracurricular activities for students and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

Signature of
Principal : _____

Name of
Principal : _____
(in BLOCK LETTER)

Date : _____

School Chop

* Please delete as appropriate

Note

1. The information provided by the Applicant will only be used for the application for Hiring Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. For correction of or access to personal data collected by means of this form, please contact the venue / the respective District Leisure Services Office (<https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=>) which has accepted the application. If applicant fails to provide the required personal information, this Department will not be able to process the application.
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).
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 Public Hard-surface Courts/Pitches by Schools

Annex

(Use separate form for different venue/facilities)

District: _____

Venue Name : _____

Facility : _____ *Pitch/Court

School : _____

Time and Period Required

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday		
Time/Period <small>e.g.:16/9 to 16/12/24 2:00 to 4:00 p.m.</small>	No. of Class	No. of Pupils	Time/Period <small>e.g.:17/9 to 17/12/24 3: 00 to 5:00 p.m</small>	No. of Class	No. of Pupils	Time/Period <small>e.g.:18/9 to 18/12/24 8: 00 to 10:00a.m</small>	No. of Class	No. of Pupils	Time/Period <small>e.g.:19/9 to 19/12/24 11:00 a.m.to 12:00nn</small>	No. of Class	No. of Pupils	Time/Period <small>e.g.: 20/9 to 13/12/24 9:00 .to 11:00a.m.</small>	No. of Class	No. of Pupils	Time/Period <small>e.g.:21/9 to 14/12/24 8:00 .to 9:00a.m.</small>	No. of Class	No. of Pupils
Period			Period:			Period:			Period			Period:			Period:		
Time:			Time:			Time:			Time:			Time:			Time:		
Period			Period			Period			Period			Period			Period		
Time:			Time:			Time:			Time:			Time:			Time:		
Period			Period			Period			Period			Period			Period		
Time:			Time:			Time:			Time:			Time:			Time:		
Period			Period			Period			Period			Period			Period		
Time:			Time:			Time:			Time:			Time:			Time:		
Period			Period			Period			Period			Period			Period		
Time:			Time:			Time:			Time:			Time:			Time:		
Period			Period			Period			Period			Period			Period		
Time:			Time:			Time:			Time:			Time:			Time:		
Daily Total																	

Remarks: 1. Sports facilities in school (**must be completed**): _____

2. Period not required: Examinations — a) _____ b) _____ c) _____

School Holidays / others — _____

3. Special Request / Remark (if any): _____