



**LEISURE AND CULTURAL SERVICES DEPARTMENT**  
**BOOKING PROCEDURE FOR USE OF**  
**SPORTS GROUNDS BY SCHOOLS**

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**1. Booking Procedures for Athletics Meet**

Block bookings may be made by schools

- (a) Only sessions from 8:00am 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 2 September 2024 to 12 July 2025.

**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 (both first and second choices) by mail or fax **on or before 3 May 2024**. 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) The date(s) selected is/are confirmed on the spot after balloting. Schools are required to exercise with due care to avoid abandoning the selected dates.

- (g) 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. Schools shall use the confirmed booking for designated purpose. Separate applications are required for athletic meet or training purpose.

### 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:

District	Sports Ground	Venue for conducting balloting	Date	Time
Southern	Aberdeen Sports Ground	Wan Chai Sports Ground	21 May 2024 (Tuesday)	9:00am to 1:00pm
Wan Chai	Wan Chai Sports Ground			
Eastern	Siu Sai Wan Sports Ground			
Sham Shui Po	Sham Shui Po Sports Ground	Sham Shui Po Sports Ground	20 May 2024 (Monday)	9:30am
Kowloon City	Perth Street Sports Ground	Kowloon Tsai Sports Ground	14 May 2024 (Tuesday)	9:30am to 10:30am
	Kowloon Tsai Sports Ground			
Wong Tai Sin	Hammer Hill Road Sports Ground	Hammer Hill Road Sports Ground	20 May 2024 (Monday)	10:00am
Kwun Tong	Kowloon Bay Sports Ground	Record Room Kowloon Bay Sports Ground	27 May 2024 (Monday)	10:00am
Tuen Mun	Siu Lun Sports Ground	Conference Room, 2/F, Tai Hing Sports Centre	17 May 2024 (Friday)	10:00am
	Tuen Mun Tang Shiu Kin Sports Ground			
Yuen Long	Tin Shui Wai Sports Ground	Conference Room, Tin Shui Wai Sports Ground	17 May 2024 (Friday)	10:00am
North	North District Sports Ground	Conference Room, North District Sports Ground	13 May 2024 (Monday)	10:00am
	Fanling Recreation Ground	No Balloting Required		

District	Sports Ground	Venue for conducting balloting	Date	Time
Tsuen Wan	Shing Mun Valley Sports Ground	Press Room, Shing Mun Valley Sports Ground	23 May 2024 (Thursday)	10:00am
Kwai Tsing	Kwai Chung Sports Ground	Arena, Tai Wo Hau Sports Centre	23 May 2024 (Thursday)	10:00am
	Tsing Yi Sports Ground			
	Wo Yi Hop Road Sports Ground			
Islands	Cheung Chau Sports Ground	Islands District Leisure Services Office, Rm 622, 6/F, Harbour Building, 38 Pier Road, Central	17 May 2024 (Friday)	2:00pm
Tai Po	Tai Po Sports Ground	Tai Po Sports Ground	13 May 2024 (Monday)	10:00am
Sha Tin	Ma On Shan Sports Ground	Meeting Room of Ma On Shan Sports Ground	21 May 2024 (Tuesday)	10:00am
	Sha Tin Sports Ground			
Sai Kung	Sai Kung Tang Shiu Kin Sports Ground	Tseung Kwan O Sports Ground	17 May 2024 (Friday)	10:00am
	Tseung Kwan O Sports Ground			

(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 (If Applicable)

Second ballot may be arranged for those schools which fail to secure the use of the sports ground of their first choice. Individual venue will post up notice showing the available sessions remained after the first balloting as well as details of the second balloting. Schools can visit or call the venue for details.

- (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 period from 2 September 2024 to 12 July 2025

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 3 June 2024**.
- (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) 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.

## 6. Conditions of Use

Schools should observe the updated 'Conditions of Use of the LCSD Sports Grounds' (<http://www.lcsd.gov.hk/en/condition/ground.html>) and the following conditions applicable to schools:.

- (a) 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 athletic training to coordinate and manage students when using the facilities during the booked sessions.
- (b) 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.
- (c) Schools shall ensure that the booked sessions and booked facilities are only used for the purpose of conducting Athletic Meets, PE lessons and extracurricular activities for students.

## 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:**

(<http://www.lcsd.gov.hk/en/facilities/facilitiesbooking/procedure/sportgroundorganisation/hireurban.html>)

**New Territories:**

(<http://www.lcsd.gov.hk/en/facilities/facilitiesbooking/procedure/sportgroundorganisation/hirent.html>)

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

Detailed information on LCSD Sports Grounds are available at LCSD website (<https://www.lcsd.gov.hk/clpss/en/webApp/Facility/District.do?ftid=38>)

**9. Proposed Closure Period for Maintenance in 2024/25**

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.



**LCSD SPORTS GROUNDS IN THE URBAN AREA (2024/2025)**  
**Proposed Closure period for Maintenance**

District	Venue	Proposed Closure period for Maintenance (subject to change as announced by the venue and school can contact venue for updated arrangement before submission of application)	Remarks
S	(1) Aberdeen Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 17 June to 14 July 2024, 22 July to 18 August 2024 and 17 December 2024 to 6 January 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Wednesday (Whole day) and Friday afternoon</li> </ul>
Wch	(2) Wan Chai Sports Ground	<ul style="list-style-type: none"> <li>Tentatively to be closed from 16 December 2024 to 5 January 2025 and 8 July to 8 September 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Saturdays</li> <li>Priority will be given to schools in HKSSF Division I &amp; II Inter-school Athletics Championships 2024/2025</li> <li>Second priority will be given to schools in Wan Chai, then schools located on Hong Kong Island</li> </ul>
	(3) Causeway Bay Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 6 January to 7 February 2025 and 20 May to 21 July 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Thursdays</li> <li>Track length : 100m</li> </ul>
E	(4) Siu Sai Wan Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 16 December 2024 to 5 January 2025 for turf maintenance.</li> <li>Closed from December 2023 to August 2024 for venue refurbishment.</li> </ul>	No booking on Mondays
SSP	(5) Sham Shui Po Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 16 December 2024 to 12 January 2025 and 2 June to 27 July 2025 for turf maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Mondays</li> <li>No provision of electronic timing system and scoreboard</li> </ul>
KC	(6) Kowloon Tsai Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 27 December 2024 to 16 January 2025 for turf maintenance.</li> </ul>	No booking on Tuesdays
	(7) Perth Street Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 18 November 2024 to 9 December 2024 for turf maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Mondays</li> <li>Track length is 286m</li> <li>Infield for throwing events training only</li> <li>No provision of electronic timing system and scoreboard</li> </ul>
WTS	(8) Hammer Hill Road Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 1 July to 31 August 2024 and 16 December 2024 to 5 January 2025 for turf maintenance.</li> </ul>	No booking on Mondays
KT	(9) Kowloon Bay Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 22 July to 19 September 2024 and 9 December 2024 to 7 January 2025 for turf maintenance.</li> </ul>	No booking on alternate Wednesday



**LCSD SPORTS GROUNDS IN THE NEW TERRITORIES AREA  
(2024/2025)**

**Proposed Closure period for Maintenance**

District	Venue	Proposed Closure period for Maintenance (subject to change as announced by the venue and school can contact venue for updated arrangement before submission of application)	Remarks
TM	(1) Siu Lun Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 20 May to 30 June 2024 and 11 to 31 December 2024.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Wednesday</li> <li>Track length: 100m</li> <li>No facility for high jump, discus, shot put and javelin.</li> </ul>
	(2) Tuen Mun Tang Shiu Kin Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 7 July to 31 August 2024 and 1 to 21 January 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Mondays and 2nd &amp; 4th Thursday of each month</li> <li>Priority will be given to schools in Tuen Mun District, then schools in other districts</li> </ul>
YL	(3) Tin Shui Wai Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 15 July to 31 August 2024 and 18 December 2024 to 8 January 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Wednesday</li> <li>Priority will be given to schools in Yuen Long District, then schools in other districts.</li> </ul>
	(4) Yuen Long Stadium	<ul style="list-style-type: none"> <li>Has been closed from June 2022 due to redevelopment. The estimated construction period would be last for 45 months and no booking could be accepted</li> </ul>	
N	(5) Fanling Recreation Ground	<ul style="list-style-type: none"> <li>To be closed from 3 August to 14 September 2024 and 1 to 21 January 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Thursday</li> <li>No facility for track events, long jump, high jump, discus, shot put and javelin</li> </ul>
	(6) North District Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 19 June to 30 July 2024 and 22 January to 11 February 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Wednesdays</li> <li>Priority will be given to schools in North District, then schools located in other districts.</li> </ul>
TW	(7) Shing Mun Valley Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 12 December 2024 to 11 January 2025 and 6 July to 31 August 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Mondays</li> <li>Priority will be given to schools in Tsuen Wan District and Island District, then schools located in other districts.</li> </ul>
KwT	(8) Kwai Chung Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 16 December 2024 to 6 January 2025 and 18 June to 4 August 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Tuesdays</li> <li>Priority will be given to schools in Kwai Tsing and Islands District, then schools located in other districts.</li> </ul>
	(9) Tsing Yi Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 24 December 2024 to 14 January 2025 and 22 May to 14 July 2025.</li> <li>Renovation work of spectator stand is tentatively scheduled between May 2024 and September 2024. No booking application will be accepted during the work period.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Wednesdays</li> <li>Priority will be given to schools in Kwai Tsing and Islands District, then schools located in other districts.</li> </ul>
	(10) Wo Yi Hop Road Sports Ground	<ul style="list-style-type: none"> <li>Venue refurbishment will be carried out from Q4 2024 tentatively. No booking application will be accepted during the work period.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Thursdays</li> <li>6 lanes with 300 m Running Track</li> <li>No facility for hurdling event</li> <li>No facility for high jump, shot put, javelin &amp; discus</li> <li>Priority will be given to schools in Kwai Tsing and Islands District, then schools located in other districts.</li> </ul>
Is	(11) Cheung Chau Sports Ground	N.A.	<ul style="list-style-type: none"> <li>Track length: 250m</li> <li>No facility for javelin and discus</li> </ul>
TP	(12) Tai Po Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 30 June to 25 August 2024 and 18 December 2024 to 1 January 2025.</li> </ul>	No booking on Mondays
ST	(13) Ma On Shan Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 2 July to 15 August 2024 and 27 December 2024 to 16 January 2025.</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Tuesdays</li> <li>Priority will be given to schools in Sha Tin District, then schools in other districts.</li> </ul>
	(14) Sha Tin Sports Ground	<ul style="list-style-type: none"> <li>To be closed from 16 August to 31 August 2024 and 17 January 2024 to 6 February</li> </ul>	<ul style="list-style-type: none"> <li>No booking on Wednesdays</li> <li>No provision of electronic timing system and</li> </ul>



District	Venue	Proposed Closure period for Maintenance (subject to change as announced by the venue and school can contact venue for updated arrangement before submission of application)	Remarks
		2025.	scoreboard • Priority will be given to schools in Sha Tin District, then schools in other districts.
SK	(15) Sai Kung Tang Shiu Kin Sports Ground	• To be closed from 16 December 2024 to 5 January 2025 and 2 June to 13 July 2024.	• No booking on Thursday • Priority will be given to schools in Sai Kung District, then schools in other districts
	(16) Tseung Kwan O Sports Ground (Main sports ground)	<ul style="list-style-type: none"> <li>• To be closed from 21 December 2024 to 7 January 2025 and 7 July to 30 August 2025.</li> <li>• Replacement work of scoreboard system and refurbishment work is tentatively scheduled between May 2024 and September 2024. No booking application will be accepted during the work period.</li> </ul>	<ul style="list-style-type: none"> <li>• No booking on Mondays, 1st &amp; 3rd Tuesday of each month and Saturdays</li> <li>• Priority will be given to schools in Sai Kung District, then schools in other districts</li> <li>• No booking for athletics training</li> </ul>
	(17) Tseung Kwan O Sports Ground (Secondary sports ground)	• To be closed from 30 November to 20 December 2024 and 26 May to 5 July 2025.	<ul style="list-style-type: none"> <li>• No booking on Friday</li> <li>• 300m running track with 120m straight</li> <li>• No provision of spectator stand</li> <li>• No provision of electronic timing system and scoreboard</li> </ul>

# 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 booking office of Sports Ground of your 1st and 2nd choices by mail or by facsimile.  
Only applications received **on or before 3 May 2024** 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  is not included in the school's curriculum.

5. Contact Person : \*Mr/Ms \_\_\_\_\_ Tel. No. \_\_\_\_\_

6. ( For secondary schools only )

Division in HKSSF Inter-school Athletics Championships 2023/2024 \*\*

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) Wan Chai 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 (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 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 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 Athletic Meets 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.

Principal's Signature : \_\_\_\_\_

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

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

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

\* Please delete as appropriate

\* \*Please tick in the appropriate box

**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](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.

**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 booking office of Sports Ground of your 1st and 2nd choices by mail or by facsimile.  
 Only applications received **on or before 3 May 2024** 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/Ms \_\_\_\_\_ Tel. No. \_\_\_\_\_

6. Sports ground applied for (Please put "1" and "2" to indicate your 1<sup>st</sup> and 2<sup>nd</sup> choices, # no balloting required):

(1.) Cheung Chau Sports Ground	
(2.) Kwai Chung Sports Ground	
(3.) Tsing Yi Sports Ground	
(4.) Wo Yi Hop Road Sports Ground	
(5.) Shing Mun Valley Sports Ground	
(6.) Siu Lun Sportsground	
(7.) Tuen Mun Tang Shiu Kin Sports Ground	
(8.) Tin Shui Wai Sports Ground	

(9.) Fanling Recreation Ground#	
(10.) North District Sports Ground	
(11.) Tai Po Sports Ground	
(12.) Ma On Shan Sports Ground	
(13.) Sha Tin Sports Ground	
(14.) Sai Kung Tang Shiu Kin Sports Ground	
(15.) 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 (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 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 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 Athletic Meets 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.

Principal's Signature : \_\_\_\_\_

Principal's Name : \_\_\_\_\_  
(In Block Letters)

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

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

\* Please delete as appropriate

\* \*Please tick in the appropriate box

#### 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](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.

#### **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 booking office of relevant Sports Ground by mail or by facsimile.)

Only applications received **on or before 3 May 2024** 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/Ms \_\_\_\_\_ 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.) :

No.	School	** Secondary School	** Primary Schools	** Will organise their own school athletics meets	
				Yes	No
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

No. of Secondary. Schools. : \_\_\_\_\_

No. of Primary Schools : \_\_\_\_\_

Total no. of Schools. : \_\_\_\_\_

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/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.: \_\_\_\_\_

Responsible person (C)

\* 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 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 Athletic Meets 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 applicant : \_\_\_\_\_

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

Post held : \_\_\_\_\_

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

**Chop of Sponsoring Body**

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

Note

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

**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 booking office of relevant Sports Ground by mail or facsimile.  
Only applications received **on or before 3 June 2024** will have the priority of booking.)

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

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

3. Contact Person : \*Mr/Ms \_\_\_\_\_ Tel. No. \_\_\_\_\_

4. Sports ground applied for (Please tick in the appropriate box) :

- |   |   |
|---|---|
| (1) Aberdeen Sports Ground <input type="checkbox"/>         | (5) Kowloon Bay Sports Ground <input type="checkbox"/>  |
| (2) Siu Sai Wan Sports Ground <input type="checkbox"/>      | (6) Kowloon Tsai Sports Ground <input type="checkbox"/> |
| (3) Causeway Bay Sports Ground <input type="checkbox"/>     | (7) Perth Street Sports Ground <input type="checkbox"/> |
| (4) Hammer Hill Road Sports Ground <input type="checkbox"/> | (8) Sham Shui Po Sports Ground <input type="checkbox"/> |

5. Time and dates required :

Dates	Time

6. 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/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.: \_\_\_\_\_

Responsible person (C)

\* 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 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.

Principal’s Signature : \_\_\_\_\_

Name of Principal : \_\_\_\_\_

(In Block Letters)

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

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

\* Please delete as appropriate

#### Note

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



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) Sports Grounds (website: <http://www.lcsd.gov.hk/en/condition/ground.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.

Principal’s Signature : \_\_\_\_\_

Name of Principal : \_\_\_\_\_

\_\_\_\_\_  
(In Block Letters)

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

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

\* Please delete as appropriate

#### Note

- 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&sortFie>)

ld=&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.

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