



LEISURE AND CULTURAL SERVICES DEPARTMENT FREE USE SCHEME FOR SCHOOLS

Schools may apply for free use of the following Leisure and Cultural Services Department facilities from **2 September 2024 to 30 June 2025** during non-peak hours between opening to 5:00pm on weekdays (Monday to Friday except public holidays and normal maintenance day):

- (a) Main arena and activity rooms of all sports centres;
- (b) Squash courts (excluding table-tennis tables provided inside squash courts);
- (c) Hockey pitches at King's Park Hockey Ground (Only available for sessions before 4:00 pm) and Happy Valley Recreation Ground (Pitch No. 11);
- (d) Victoria Park Bowling Greens, Siu Lek Yuen Road Playground Bowling Greens, Wu Shan Bowling Green, Tai Po Waterfront Park Bowling Greens, Hang Hau Man Kuk Lane Park Bowling Green* and
- (e) Shek O Obstacle Golf Course

* The Bowling Green in Hang Hau Man Kuk Lane Park of Sai Kung District will be closed for refurbishment works from 2 May to 5 November 2024 tentatively.

PROCEDURES

1. Schools apply for free use of facilities should complete and return the Application Form at **Annex A** to the respective District Leisure Services Office / Venue Booking Office by mail or by fax **on or before 3 June 2024**. The day, time and facilities for use should be indicated in the option form.
2. **Applications received after 3 June 2024** will also be accepted and entertained if sessions are available. Such applications will be dealt with on first-come-first-served basis after **those received by 3 June 2024** have been processed. Free use bookings (including applications **received after 3 June 2024**) will be confirmed in one go to facilitate schools to have sufficient time to plan their activities.
3. The number of courts/rinks at a venue to be reserved by schools for free use shall be subject to the actual bookings from users.
4. The respective District Leisure Services Office or Venue Manager may then arrange meetings with all schools on allocation of the time slots to be assigned to each school. If more than one or numerous competing applications for the same session are received and the clashes in booking cannot be resolved through negotiation, the allocation shall be determined by balloting.

Condition of Use

5. 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 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.

Details of Facilities

6. Details of facilities are available at the LCSD website (<http://www.lcsd.gov.hk/en/facilities/facilitieslist/landsports.html>).

**Free Use of Leisure and Cultural Services Department
Recreation Facilities by Schools
Application Form**

(Forms should be sent to the respective LCSD District Leisure Services Office / Venues 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/Miss/Ms/Mrs _____ *Mr/Miss/Ms/Mrs _____
5. Venue applied for : _____ Facility: _____
6. Purpose(s) of use (Please specify the activities to be run) : _____
7. Expected number of participants : _____
8. Session(s) required: _____

Please fill in the **number of courts** required in the appropriate boxes.

Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
e.g.: 16/9 to 13/12/2024 24/2 to 21/3/2025 2:00 to 5:00pm					
Period: Time: (Except:)					
Period: Time: (Except:)					
Period: Time: (Except:)					

9. 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 Recreation and Sports Facilities (website: <http://www.lcsd.gov.hk/condition/en/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 : _____

(School Chop)

Date : _____

* 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.