



## General Information on Hiring of LCSD Swimming Pools by Schools

### A) Charges of LCSD Swimming Pools

1. Charges are tabulated in the attached **Annex I and Annex II**, and are subject to revision by the LCSD regularly.
2. Schools can enjoy a 50% concessionary rate of normal charges for the use of LCSD pools during school hours (in general, i.e. Monday to Friday 8:00 am to 5:00 pm and on Saturdays 8:00 am to 1:00 pm except public holidays and school holidays as announced by Education Bureau). Please refer to respective Rates for Hiring table in **Annex I and Annex II** for details.
3. All payment should be made in advance. Approval letters and demand notes for hiring charges will be issued by the swimming pool booking office. The charges have to be settled within 14 days from the date of the confirmation letter issued by the swimming pool booking office. Responsible person/teacher/coach of the school is required to present the receipt(s), the confirmation letter and the proof of identity upon entering the pool complex on the date of use.
4. Schools are reminded that instruction fees must not be collected from students. Otherwise, commercial rates will be charged. No gratuity of any kind should be given to the staff of the swimming pools.

### B) Safety Precautions and Regulations for Using LCSD Swimming Pools

1. Schools must observe all regulations and safety precautions of the swimming pools and should follow the “**Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools**” issued by the Education Bureau when using LCSD pools.
2. Teachers/coaches are fully responsible for the conduct and safety of their students. Teachers/coaches must ensure that their students leave the pool complex immediately after each lesson. Should anyone of the student stay and use the pool facility after the hired period, the booking school would be considered to have violated the “Terms & Conditions of Use”.
3. PE teachers (i.e. who have completed subject-training in PE) who conduct swimming lessons must have possessed the Bronze Medallion (or higher level) issued by the Royal Life Saving Society (Hong Kong Branch) or the Hong Kong China Life Saving Society (HKLSS) irrespective of issuing date. Swimming coaches (must be holder of "Swimming Teacher's Certificate" issued by the Hong Kong China Swimming Association (formerly the HK Amateur Swimming Association) or "Level 1 Coaches Certificate" issued by the HK Swimming Coaches Association and endorsed by the Hong Kong China Swimming Association (HKGSA) or "Swimming Teachers' Certificate" issued by the Swimming Teachers' Association (HK)) who conduct swimming lessons must possess the Bronze Medallion (or higher level) issued by the HKLSS within three years after issue. One teacher/coach should teach or train at one hired facility only and take charge of not more than 45 students at any time during the lesson. In addition, teachers/coaches conducting water sports activities other than swimming lesson/training in LCSD swimming pools must possess recognised coaching qualifications for the relevant water sports activities.
4. The LCSD will provide one lifeguard at the teaching and training pools during opening hours.

5. During session breaks, the LCSD will provide two lifeguards in the swimming pool to deal with emergency situations. Schools using the LCSD swimming pools during session breaks must ensure their students are accompanied by a person with a valid Bronze Medallion Certificate or above issued by the HKLSS. This person would be responsible for the conduct and safety of their students. The lifesaving qualifications issued by the HKLSS are usually valid for three years.
6. Swimming lessons cannot be conducted in water with depth higher than the learner's breast level when standing and in any case not deeper than 1.2m. Diving from the starting platform is only allowed if the water depth is 1.35m or more.
7. Teachers/coaches and students using the pool will be admitted 15 minutes before the time of hiring. The responsible person/teacher/coach of the school should gather all the students at the entrance before leading the students into the pool complex. The responsible person/teacher/coach must produce the receipt, the confirmation letter and proof of identity for verification upon check-in. Schools must notify the swimming pool offices immediately of any cancellation by telephone, and should send a letter of explanation or a formal notice to the pool concerned afterwards. In case of adverse weather conditions, schools should contact the pool in-charge to arrange for an alternative booking.
8. All students must either wear school uniform, show their student identity card or student handbook when entering the pool complex, for better management of the swimming pools. They should also wear proper swimming wear and uniform swimming cap/wristband during lessons. If students fails to do so, the teacher/coach must provide a spare cap/wristband for the student concerned, otherwise the school will be considered to have violated the "Terms & Conditions of Use".
9. All people using the hired lane(s) of applying school must be the students of that school. Types of proof of student identity should be specified in the application (**Appendix A-1**) and should be shown when entering the pool complex. If any user of the hired lane(s) is spotted not a student of that school, that user should leave the venue immediately and the applying school will be considered to have violated the "Terms & Conditions of Use".
10. Each lane in a 50m pool should be used by at least 6 persons. Each lane in a 25m pool should be used by at least 4 persons. If the number of students using the lane falls below the minimum number of users, the school will be considered to have violated the "Terms & Conditions of Use". If the number of the hired lanes is more than one, the lane(s) which fall(s) below the minimum number of users may be released for the public's use.
11. If the applying school has violated the "Terms & Conditions of Use" for a total of 2 times within 30 days from the first date of violation, and has failed to provide the LCSD with a rational and acceptable reason, NO priority will be given to that school for its application for the next school year.
12. If an allocated session is no longer required, schools should inform the relevant District Leisure Manager or officer-in-charge of the public swimming pool office of LCSD 14 days in advance in writing. For urgent cancellation, schools should inform the LCSD by phone immediately followed by a letter. Schools should also observe the updated "Conditions of Use of the LCSD Recreation and Sports Facilities".

### **C) Booking and Allocation of LCSD Swimming Pools by Schools in the New Territories Area**

1. Details of the facilities, hiring charges, opening hours and cleansing schedule of LCSD **swimming pools in the New Territories** (LCSD – NT) are tabulated at **Annex I**. Schools wishing to use these swimming pool facilities are requested to complete the attached application form at **Annex IV**, and return it by fax or by post to the respective pool office(s) **on or before 28 March 2024 (Thursday)** .
2. When several schools are applying for the same session(s) and facilities, the respective pool management should first liaise with the respective schools to explore whether the application can be revised to avoid overlapping periods. If the competing demand cannot be resolved through mutual compromise, pool management will arrange lots-drawing and will issue the booking confirmation to the schools concerned. Schools should contact the respective pool in-charge for enquiries.
3. All **late applications** should be submitted to the relevant pool offices directly and priority will not be given to such applications. Schools are advised to check with the pool in-charge prior to submit the late applications.
4. Application for the pool facilities which are not tabulated in **Annex I** or the periods outside school hours should be made to the respective pool office(s) direct after **June 2024**.
5. Within the period **2 September 2024 to 12 July 2025**, priority will be given to school to reserve up to two lanes in the 25m pool for swimming training beyond school hours but limited to the time of 5:00 pm to 6:00 pm from Monday to Friday. However, concessionary rate is not applicable during the said period of priority booking.
6. Schools in NT Area are allowed to hire swimming pools in the NT only.
7. Priority of use of the pools will be given to activities organised by the LCSD.
8. LCSD – NT swimming pools are available for advance booking in multiples of whole hours only and should start at the beginning of the hour. (e.g. 9:00 am – 11:00 am)

### **D) Booking and Allocation of LCSD Swimming Pools by Schools in Urban Area**

1. Details of the facilities, hiring charges, opening hours and cleansing schedule of LCSD **swimming pools in the Urban Area** (LCSD – Urban) are tabulated at **Annex II**. Schools wishing to use these swimming pool facilities are requested to complete the attached application form at **Annex III**, and return it by fax or by post to the respective pool office(s) **on or before 28 March 2024 (Thursday)**.
2. The priority for schools to select dates & time of using LCSD – Urban swimming pools will be allotted by lots-drawing. Each school must authorize a representative who is a staff of that school to attend the lots-drawing as the schedule tabulated below. School representative should bring along the staff identity card or any other authorized document from school. The representative will be required to **decide the date(s) and time of their bookings on the spot immediately** after the lots-drawing. For schools which are unable to send representatives or the representatives who are unable to make decision on the spot, these schools will surrender the priority and apply to the respective pool office direct for any remaining available dates.
3. Any application from late comers will be arranged after other schools' selection.
4. The walk-in application and balloting of the remaining available pool facilities after the lots-drawing would be held on the **2<sup>nd</sup> balloting date at respective swimming pool**. Please note that lots-drawing for

gala and lesson would be carried out on the same date. The priority for schools to select dates of using the remaining unoccupied pool facilities will be determined by this lots-drawing. (Schools in urban areas can select any pool in urban areas in this balloting exercise and is not limited by condition (12) in Part D of this General Information)

5. Dates, time and venues for the ballots are listed below:

No.	Swimming Pool	1 <sup>st</sup> Balloting Date (8 to 12 April, 10am)	2 <sup>nd</sup> Balloting Date (22 to 26 April, 10am)
1.	Victoria Park Swimming Pool	9 April 2024 (Tue)	22 April 2024 (Mon)
2.	Pao Yue Kong Swimming Pool	9 April 2024 (Tue)	23 April 2024 (Tue)
3.	Chai Wan Swimming Pool	9 April 2024 (Tue)	23 April 2024 (Tue)
4.	Kennedy Town Swimming Pool *	10 April 2024 (Wed)	24 April 2024 (Wed)
5.	Island East Swimming Pool *	10 April 2024 (Wed)	24 April 2024 (Wed)
6.	Siu Sai Wan Swimming Pool *	11 April 2024 (Thur)	25 April 2024 (Thur)
7.	Sun Yat Sen Memorial Park Swimming Pool	9 April 2024 (Tue) Location: Conference Room (2/F), Sun Yat Sen Memorial Park Sports Centre	23 April 2024 (Tue) Location: Conference Room (2/F), Sun Yat Sen Memorial Park Sports Centre
8.	Wan Chai Swimming Pool *	12 April 2024 (Fri)	26 April 2024 (Fri)
9.	Morrison Hill Swimming Pool *	10 April 2024 (Wed)	24 April 2024 (Wed)
10.	Lai Chi Kok Park Swimming Pool	10 April 2024 (Wed)	24 April 2024 (Wed)
11.	Lei Cheng Uk Swimming Pool	11 April 2024 (Thur)	25 April 2024 (Thur)
12.	Sham Shui Po Park Swimming Pool	12 April 2024 (Fri)	26 April 2024 (Fri)
13.	Tai Wan Shan Swimming Pool	11 April 2024 (Thur)	25 April 2024 (Thur)
14.	Ho Man Tin Swimming Pool *	10 April 2024 (Wed)	24 April 2024 (Wed)
15.	Kowloon Park Swimming Pool	9 April 2024 (Tue)	23 April 2024 (Tue)
16.	Tai Kok Tsui Swimming Pool *	8 April 2024 (Mon)	22 April 2024 (Mon)
17.	Morse Park Swimming Pool	12 April 2024 (Fri)	26 April 2024 (Fri)
18.	Hammer Hill Road Swimming Pool *	8 April 2024 (Mon)	22 April 2024 (Mon)
19.	Kwun Tong Swimming Pool	10 April 2024 (Wed)	24 April 2024 (Wed)
20.	Jordan Valley Swimming Pool *	9 April 2024 (Tue)	23 April 2024 (Tue)
21.	Lam Tin Swimming Pool *	11 April 2024 (Thur)	25 April 2024 (Thur)

**Remarks: \* The swimming pool is for swimming lesson only.**

6. After the lots-drawing, the schools should complete the application form at **Annex IV**, which is available at all LCSD swimming pools or download from LCSD webpage, and return it to the respective pool offices by fax or by post on or before **31 May 2024, Friday**.
7. All late applications should be submitted to the relevant pool offices directly and priority will not be given to such applications. Schools are advised to check with the pool in-charge prior to submit the late applications.
8. Application for the pool facilities which are not tabulated in **Annex II** or any period outside school hours should be made to the respective pool office(s) direct after **June 2024**.

9. Within the period from **2 September 2024 to 12 July 2025**, priority will be given to school to reserve up to two lanes in the 25m pool for swimming training beyond school hours but limited to the time from 5:00 pm to 6:00 pm from Monday to Friday. However, concessionary rate is not applicable during the said period of priority booking.
10. The LCSD is directly responsible for handling school applications for the use of LCSD swimming pools. All enquiries should be directed to the LCSD pools concerned.
11. Each school can only choose one pool for gala and one pool for lesson/training in the first ballot.
12. Schools on the Hong Kong side are allowed to hire swimming pools on the Hong Kong Island only. Likewise, schools in Kowloon are only allowed to hire swimming pools in Kowloon.
13. Priority of use of the pools will be given to activities organised by the LCSD.
14. LCSD – Urban swimming pools are available for advance booking in multiples of whole hours only and should start at the beginning of the hour. (e.g. 9:00 am – 11:00 am)

**E) Reallocation and Refund**

1. In case of suspension of school activities due to the following circumstances, schools can request for reallocation if dates available or refund:
  - 1.1 The Education Bureau announces class suspension of school(s);
  - 1.2 The Hong Kong Observatory issues Red or Black Rainstorm Warning Signal;
  - 1.3 The Hong Kong Observatory issues Tropical Cyclone Warning Signal No. 3 or above;
  - 1.4 The Environmental Protection Department announces Air Quality Health Index (AQHI) reaches ‘Serious’ level in the district where the activities are conducted;
  - 1.5 Serious flooding in the district at which the school or the venue is located; and
  - 1.6 The Hong Kong Observatory issues thunderstorm warning (for outdoor swimming pool facilities).



Facilities, Opening Hours and Rates/Charges for Hiring LCSD - NT Swimming Pools

District	Swimming Pool Address, Telephone No. and Fax No.	Pool Complex Opening Hours	Facilities For Teaching and Training (Number of facilities available for booking) & Depth					Booking Time	Charges (Note 2) (Normal Charges Per Hour)	
			Main Pool Lane(s)	Sec. Pool Lane(s)	Training Pool	Teaching Pool			Sept. to June	July to August
			1.4 - 1.9m	1.1 - 1.4m	0.9 - 1.25m	0.84 - 1.1m	0.69m-0.91m			
Islands	<b>Mui Wo Swimming Pool</b> 5 Ngan Shek Street, Mui Wo, Lantau ☎ 2984 2496 Fax No: 2984 0485	<u>Morning Session</u> 8:30 am to 12:00 nm <u>Afternoon Session</u> 1:00 pm to 6:00 pm <u>Evening Session</u> 7:00 pm to 10:00 pm			2 lanes			<u>Weekdays</u> 8:30 am to 6:00pm <u>Saturdays</u> 8:30 am to 1:00 pm	<b>50m SP</b> \$83 per lane	<b>50m SP</b> \$166 per lane
	<b>Tung Chung Swimming Pool (Note 1)*</b> 5 Tat Tung Road, Tung Chung, Lantau ☎ 2109 0147 Fax No: 2109 3720	<u>Morning Session</u> 6:30 am to 12:00 noon	4		4 lanes			<u>Weekdays</u> 8:00 am to 6:00 pm <u>Saturdays</u> 8:00 am to 1:00 pm	<b>25m SP</b> \$43 per lane	<b>25m SP</b> \$86 per lane
Tuen Mun	<b>Tuen Mun Swimming Pool (Note 1,2,8)*</b> 8, Hoi Wong Road., Tuen Mun ☎ 2458 8022 Fax No: 2457 4413	*(Heated SP opening hours : 6:30 am to 12:00 noon, November to March only)	2	2	1/2	1		<u>Weekdays</u> 8:00 am to 5:00 pm	<b>Teaching/ Training Pool</b> \$171 per pool	<b>Teaching/ Training Pool</b> \$342 per pool
	<b>Tuen Mun North West Swimming Pool (Note 1,2,6)*</b> 95 Ming Kum Road, Tuen Mun ☎ 2164 8355 Fax No: 2164 8172		2		<u>Outdoor pool</u> 3 lanes Depth 1.2-1.4m <u>Indoor pool</u> 2 lanes (Jun to Aug) 4 lanes (Sep to May) Depth 1.1-1.4m	1/2	Depth 0.7-0.9m			
Yuen Long	<b>Yuen Long Swimming Pool (Note 1,2)*</b> 10 Tai Yuk Road., Yuen Long ☎ 2475 0184 Fax No: 2479 4944	<u>Afternoon Session</u> 1:00 pm to 6:00 pm	2	2	1/2 Depth 0.9-1.2m			<u>Weekdays</u> 8:00 am to 6:00 pm <u>Saturdays</u> 8:00 am to 1:00 pm	<b>Main Pool</b> \$682 per pool	<b>Main Pool</b> \$1364 per pool
	<b>Tin Shui Wai Swimming Pool</b> 1 Tin Pak Road., Tin Shui Wai, Yuen Long ☎ 2446 9057 Fax No: 2617 2983				4 lanes Depth 0.93-1.22m	1 Depth 0.7-0.93m				
	<b>Ping Shan Tin Shui Wai Swimming Pool (Note 1)*</b> 1 Tsui Sing Road, Tin Shui Wai, Yuen Long ☎ 2856 2244 Fax No: 28561744				3 lanes Depth 1.2m					
Tsuen Wan	<b>Tsuen King Circuit Wu Chung Swimming Pool</b> 178 On Yat St, Tsuen King Circuit, Tsuen Wan ☎ 2413 5523 Fax No: 2413 4074	*(Heated SP opening hours: 1:00pm to 6:00pm, November to March only)			1/2					
	<b>Shing Mun Valley Swimming Pool (Note 1,2,3)*</b> 21 Shing Mun Rd., Tsuen Wan ☎ 2416 0522 Fax No: 2416 3610		2 Depth 2m Length 25m		2 lanes Depth 0.90-1.20m	1/2 Depth 0.70-0.95m				
Kwai Tsing	<b>Kwai Shing Swimming Pool</b> 306, Kwai Shing Circuit, Kwai Chung ☎ 2426 2081 Fax No: 2614 1347	<u>Evening Session</u> 7:00 pm to 10:00 pm	4 Depth 1.37 - 1.93m	2 Depth 1.07 - 1.37m		2 Depth 0.84 - 1.07m	1			
	<b>Tsing Yi Swimming Pool (Note 2,4)</b> 51 Tsing King Road., Tsing Yi ☎ 2435 6407 Fax No: 2436 4057		2			1/2 Depth 0.9-1.1m				
	<b>Tsing Yi Southwest Swimming Pool (Note 1,7)*</b> 70 Chung Mei Road, Tsing Yi, N.T. ☎ 2715 4202 Fax No: 2715 4408				2 Depth 0.9-1.2m					
	<b>North Kwai Chung Jockey Club Swimming Pool</b> 290 Wo Yi Hop Road., Kwai Chung ☎ 2422 9764 Fax No: 2401 2471		4			1 Depth 0.9-1.2m				
North	<b>Fanling Swimming Pool (Note 1,2)*</b> 73 San Wan Road., Fanling ☎ 2675 6951 Fax No: 2683 0007	9:30pm, November to March only)	3	3	4 lanes Depth 0.9-1.2m					
Tai Po	<b>Tai Po Swimming Pool (Note 2)</b> 11 Ting Tai Road., Tai Po ☎ 2661 2244 Fax No: 2144 1914	*(Heated SP opening hours: 7:00pm to 9:30pm, November to March only)	2			1	1			
	<b>Tung Cheong Street Swimming Pool</b> 1/F, Tai Po Tung Cheong Street Leisure Building ☎ 2691 2428 Fax No: 2691 2522				2 lanes Depth 1.2-1.4m		1 lane Depth 0.7-0.9m			
Sha Tin	<b>Sha Tin Jockey Club Swimming Pool (Note 1,2)*</b> 10 Yuen Wo Road., Sha Tin ☎ 2604 6787 Fax No: 2687 3503		3	2	1	1				
	<b>Ma On Shan Swimming Pool (Note 2)</b> 33 On Chun Street, Ma On Shan, Sha Tin ☎ 2641 0815 Fax No: 2643 4542		4 Depth 2m		1	2				
	<b>Hin Tin Swimming Pool (Note 1)*</b> 68 Che Kung Miu Road., Tai Wai, Sha Tin ☎ 2607 3423 Fax No: 2688 7134		3 Depth 1.4 - 2m		1/2 Depth 0.8 - 1.2m					
Sai Kung	<b>Tseung Kwan O Swimming Pool (Note 1,2,5)*</b> Wan Lung Road, Tseung Kwan O ☎ 2706 6767 Fax No: 2704 5525		2 Depth 2 - 2.2m		1	2				
	<b>Sai Kung Swimming Pool</b> Wai Man Road., Sai Kung ☎ 2792 7285 Fax No: 2791 0454		2 Depth 1.4 - 1.93m							

Remarks:

- I Public swimming pools will not be available for competition or training on the weekly cleansing days (Annex I(b) refers).
- II. Schools can enjoy a 50% concessionary rate of normal charges for the use of LCSD NT pools during school hours (i.e. Monday to Friday 8:00 am to 5:00 pm and on Saturdays 8:00 am to 1:00 pm except public holidays and school holidays as announced by Education Bureau).

Notes:

1. Tentative opening period for heated LCSD – NT pools (Tung Chung Swimming Pool, Tuen Mun Swimming Pool, Tuen Mun North West Swimming Pool, Yuen Long Swimming Pool, Ping Shan Tin Shui Wai Swimming Pool, Shing Mun Valley Swimming Pool, Tsing Yi Southwest Swimming Pool, Fanling Swimming Pool, Tung Cheong Street Swimming Pool, Sha Tin Jockey Club Swimming Pool, Hin Tin Swimming Pool and Tseung Kwan O Swimming Pool are provided from 1 November of each year to 15 April of next year, except during the closure period for maintenance.
2. Main pool with electronic timing system.
3. Shing Mun Valley Swimming Pool is only available for hire by schools during session breaks from June to August.
4. The teaching pool of Tsing Yi Swimming Pool is only available for hire by schools during session breaks from June to August.
5. The training pool of Tseung Kwan O Swimming Pool is only available for hire by schools during session breaks.
6. Tuen Mun North West Swimming Pool is only available for hire by schools from 8 am to 5 pm from Monday to Friday (excluding public holidays). 4 lanes at the indoor training pool are available for hire during weekdays between September and May, while only 2 lanes are available from June to August. Application for hiring the outdoor teaching pool is suspended between June and to August.
7. Tsing Yi Southwest Swimming Pool is only available for hire by schools during session breaks.
8. The main pool of Tuen Mun Swimming Pool will not be available for swimming gala during the weekly cleansing day and the maintenance period of main pool of Tuen Mun North West Swimming Pool.

## Tentative Schedule of Weekly Cleansing Days of NT Public Swimming Pools in 2024/25

Day		Mon	Tue	Wed	Thu	Fri
Time		10:00 am to the end of the second session				
District	Swimming Pool					
Islands	Mui Wo					√
	Tung Chung*		√			
Tuen Mun	Tuen Mun #				√	
	Tuen Mun North West*			√		
Yuen Long	Yuen Long #			√		
	Tin Shui Wai				√	
	Ping Shan Tin Shui Wai *	√				
Tsuen Wan	Tsuen King Circuit Wu Chung		√			
	Shing Mun Valley *	√				
Kwai Tsing	Kwai Shing					√
	North Kwai Chung Jockey Club			√		
	Tsing Yi				√	
	Tsing Yi Southwest *		√			
North	Fanling #		√			
Tai Po	Tai Po	√				
	Tung Cheong Street *				√	
Sha Tin	Sha Tin Jockey Club					√
	Hin Tin *				√	
	Ma On Shan		√			
Sai Kung	Tseung Kwan O #	√				
	Sai Kung			√		

\* Indoor heated pools during Winter Seasons (November – March)

# Outdoor heated pools during Winter Seasons (November – March)

## Remark:

No booking will be accepted during the weekly cleansing period. If weekly cleansing day falls on a public holiday, the swimming pool will open as usual and the weekly cleansing operation will be rescheduled for another weekday of the same week.





Facilities, Opening Hours and Rates/Charges for Hiring of LCSD – Urban Swimming Pools

District	Swimming Pool Address, Telephone No. and Fax No.	Pool Complex Opening Hours	Facilities for Teaching and Training (Number of facilities available for booking)& Depth					Booking Time (Note 3)	Charges (Note 2) (Normal Charges Per Hour)		
			Main Pool Lane(s)	Sec. Pool Lane(s)	Training Pool		Teaching Pool		Sept. to June	July to August	
					Lanes(s)	Whole pool	0.8-1.07m				0.69-0.91m
Southern	<b>Pao Yue Kong Swimming Pool</b> (Note 4) 2 Shum Wan Road, Wong Chuk Hang, HK ☎ 2553 3617 Fax No: 2554 6997	Please refer to Annex II (b) & (c) for details				1	1		<b>50m SP</b> \$83 per lane	<b>50m SP</b> \$166 per lane	
Central & Western	<b>Kennedy Town Swimming Pool</b> (Note 2) 2 Sai Cheung Street North, Kennedy Town, HK ☎ 2817 7973 Fax No: 2818 7174		Outdoor Secondary pool 2-lanes Depth 1.1-1.4 m	2					<b>25m SP</b> \$43 per lane	<b>25m SP</b> \$86 per lane	
	<b>Sun Yat Sen Memorial Park Swimming Pool</b> (Note 2,4,5) 16 Eastern Street North, Sai Ying Pun, HK ☎ 2540 6708 Fax No: 25407938		Indoor Secondary pool 2-lanes Depth 1.2-1.4m	2						<b>Teaching /Training Pool</b> \$171 per pool	<b>Teaching /Training Pool</b> \$342 per pool
Wanchai	<b>Morrison Hill Swimming Pool</b> (Note 2,4,6) 7 Oi Kwan Road, Wanchai, HK ☎ 2575 3028 Fax No: 2834 2582		2		3		1/2		<b>Main Pool</b> \$682 per pool	<b>Main Pool</b> \$1,364 per pool	
	<b>Wan Chai Swimming Pool</b> (Note 2) 27 Harbour Road, Wan Chai, HK ☎ 2827 5240 Fax No: 2519 7239	7:00 am to 10:00 pm	10 Depth 2m								
	<b>Victoria Park Swimming Pool</b> (Note 2, 4, 7) Victoria Park, 1 Hing Fat Street, Causeway Bay, HK ☎ 2570 4682 Fax No:2578 4027					Mon to Fri 4 Sat 2 (Multi-purpose pool) Depth 1.2m					
Eastern	<b>Chai Wan Swimming Pool</b> 345 San Ha Street, Chai Wan, HK ☎ 2558 3538 Fax No:2896 1761	Please refer to Annex II (b) & (c) for details			2		1	1			
	<b>Island East Swimming Pool</b> (Note 2, 3) 1/F, 52 Lei King Road, Sai Wan Ho, HK ☎ 2151 4082 Fax No: 2151 9724				2						
	<b>Siu Sai Wan Swimming Pool</b> (Note 2, 8) 1/F Siu Sai Wan Complex, 15 Siu Sai Wan Road, HK ☎ 3427 3341 Fax No: 34279120				2 Depth 0.9-1.2m or 1.4m						
Sham Shui Po	<b>Lai Chi Kok Park Swimming Pool</b> (Note 2, 4) No. 1, Lai Wan Road, Lai Chi Kok, Kln ☎ 2745 5234 Fax No: 2307 6862			2	1	1					
	<b>Sham Shui Po Park Swimming Pool</b> (Note 2) 733 Lai Chi Kok Road, Sham Shui Po, Kln ☎ 2360 2329 Fax No: 2729 7355				1	1					
	<b>Lei Cheng Uk Swimming Pool</b> 25 Kwong Lee Road., Sham Shui Po, Kln ☎ 2387 4224 Fax No: 2386 7976					1	2				
Yau Tsim Mong	<b>Kowloon Park Swimming Pool</b> (Note 2, 4, 9) Kowloon Park, 22 Austin Road, Tsim Sha Tsui, Kln ☎ 2724 3577 Fax No: 2314 4329			2	1						
	<b>Tai Kok Tsui Swimming Pool</b> (Notes 2, 3) 4/F, Tai Kok Tsui Municipal Services Building, 63 Fuk Tsun Street, Tai Kok Tsui, Kln ☎ 2393 1237 Fax : 2396 5557			2 Depth 1.2 - 1.5m							
Kowloon City	<b>Kowloon Tsai Swimming Pool</b> (Note 11) Kowloon Tsai Park, 13 Inverness Road, Kowloon Tong, Kln ☎ 2336 5817 Fax No: 2794 7758										

District	Swimming Pool Address, Telephone No. and Fax No.	Pool Complex Opening Hours	Facilities for Teaching and Training (Number of facilities available for booking)& Depth					Booking Time (Note 3)	Charges (Note 2) (Normal Charges Per Hour)		
			Main Pool Lane(s)	Sec. Pool Lane(s)	Training Pool		Teaching Pool		Sept. to June	July to August	
					Lanes(s)	Whole pool					
			1.4- 1.9m	1.1- 1.4m	0.9 - 1.2m	0.8- 1.07m	0.69- 0.91m				
Kowloon City	<b>Tai Wan Shan Swimming Pool</b> (Note 4) 7 Wan Hoi Street, Hung Hom, Kln ☎ 2333 1335 Fax No: 2364 3302	Please refer to Annex II (b) & (c) for details					2	1	<u>Mon to Fri</u> 8:00 am to 6:00 pm	<b>50m SP</b> \$83 per lane	<b>50m SP</b> \$166 per lane
	<b>Ho Man Tin Swimming Pool</b> (Note 2, 3) 1 Chung Yee Street, Ho Man Tin, Kln ☎ 2715 0139 Fax No: 2246 8727					1			<u>Sat</u> 8:00 am to 1:00 pm	<b>25m SP</b> \$43 per lane	<b>25m SP</b> \$86 per lane
<b>Morse Park Swimming Pool</b> (Note 2, 4, 12) <b>80 Fung Mo Street, Wong Tai Sin, Kln</b> ☎ 2324 1795 Fax No: 2320 5858	2 Depth: 1.1 - 1.4m					1 Depth: 0.8- 1.07m				<b>Teaching /Training Pool</b> \$171 per pool	<b>Teaching /Training Pool</b> \$342 per pool
<b>Hammer Hill Road Swimming Pool</b> (Note 2, 3) 30 Lung Cheung Road, Wong Tai Sin, Kln ☎ 2350 6173 Fax No: 2325 1808	2 Depth 1 - 1.4m							<u>Tue to Fri</u> (excluding PH) 12:00 nn to 1:00 pm & 5:00 pm to 6:00 pm	<b>Main Pool</b> \$682 per pool	<b>Main Pool</b> \$1,364 per pool	
Kwun Tong	<b>Kwun Tong Swimming Pool</b> (Note 2, 4, 10a & 10b) 2 Tsui Ping Road, Kwun Tong, Kln ☎ 2717 9022 Fax No: 2772 3639			4 Depth 1.2m			6 lanes / 1 pool Depth 0.7-0.9m	<u>Mon to Fri</u> 8:00 am to 6:00 pm			
	<b>Jordan Valley Swimming Pool</b> (Note 3) 6 Choi Ha Road, Ngau Tau Kok, Kln ☎ 2305 5919 Fax No: 2757 9936			2 Depth 1 - 1.4m				<u>Sat</u> 8:00 am to 1:00 pm			
	<b>Lam Tin Swimming Pool</b> (Note 2) 1/F Lam Tin Complex, 1 Hing Tin Street, Lam Tin, Kln ☎ 2205 6535 Fax No: 2205 8311			3 Depth 1.2-1.4m							

Remarks:

- Public swimming pools will not be available for competition or training use on the weekly cleansing days (Annex II(b) refers).
- Schools can enjoy a 50% concessionary rate of normal charges for the use of LCSD **urban** pools during school hours (i.e. Monday to Friday 8:00 am to 5:00 pm and on Saturdays 8:00 am to 1:00 pm, except public holidays and school holidays as announced by the Education Bureau).

Notes:

1. Pools have different operation mode, please refer to the respective notes for details.
2. Tentative opening period for heated LCSD - Urban pools (Kennedy Town Swimming Pool, Sun Yat Sen Memorial Park Swimming Pool, Morrison Hill Swimming Pool, Wan Chai Swimming Pool, Victoria Park Swimming Pool, Island East Swimming Pool, Siu Sai Wan Swimming Pool, Lai Chi Kok Park Swimming Pool, Sham Shui Po Park Swimming Pool, Kowloon Park Swimming Pool, Tai Kok Tsui Swimming Pool, Ho Man Tin Swimming Pool, Hammer Hill Road Swimming Pool, Morse Park Swimming Pool, Kwun Tong Swimming Pool and Lam Tin Swimming Pool) are from 1 November of each year to 15 April of next year, except during the closure period for maintenance.
3. Lanes are only available for hire by schools during session breaks.
4. Main pool with electronic timing system.
5. Sun Yat Sen Memorial Park Swimming Pool is available for hire for organizing swimming galas, except on Wednesdays, for up to two days per week, but will not be hired out for this purpose on more than two Saturdays per month or on consecutive Saturdays. Swimming galas to be held on Saturdays must end by 1 pm.
6. Morrison Hill Swimming Pool (main pool) is not available for hire the purpose of holding swimming gala.
7. Victoria Park Swimming Pool (main pool) is available for hire the purpose of holding swimming gala on Thursday and Friday (excluding public holiday) between 8 am and 5 pm and on Saturday between 8 am and 1 pm. All swimming galas to be held at the swimming pool must end by 5 pm.
8. The lanes of Siu Sai Wan Swimming Pool are not available for hire from June to August.
9. Kowloon Park Swimming Pool (main pool) is not available for holding swimming gala on Tuesday, Thursdays and Fridays from September to October. All swimming galas to be held at the swimming pool must end by 5 pm. Its training pool is not available for hire on Mondays and Wednesdays.
- 10a. Kwun Tong Swimming Pool (main pool) is available for holding swimming galas for a maximum of two days per week in Summer Schedule [between 16 April and 31 October] and for one day per week in Winter Schedule [between 1 November and 15 April] of the following year.
- 10b. Schools can also hire Teaching Pool No. 1 or No. 2, or a maximum of 3 out of 5 lanes in each of the two teaching pools at the same time for training.
11. Due to the redevelopment project in Kowloon Tsai Swimming Pool, the school application will be suspended from 1 December 2020 until further notice.
12. Schools can hire the Teaching Pool No. 1 in Morse Park Swimming Pool between 16 April and 31 October 2023 for training. Its main pool is available for hire for holding swimming gala from Monday to Thursday (excluding public holiday).

## Session Opening Hours of Urban Pools

Name of Swimming Pool	Session Opening		
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session	3 <sup>rd</sup> Session
Pao Yue Kong Swimming Pool	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm
Kennedy Town Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Sun Yat Sen Memorial Park Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Morrison Hill Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Victoria Park Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Island East Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm (6:00 pm to 9:00 pm from November to March of next year)
Chai Wan Swimming Pool	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Siu Sai Wan Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm (6:00 pm to 9:00 pm from November to March of next year)
Lai Chi Kok Park Swimming Pool * #	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm (7:00 pm to 9:00 pm from November to March of next year)
Lei Cheng Uk Swimming Pool	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm
Sham Shui Po Park Swimming Pool #	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm (7:00 pm to 9:00 pm from November to March of next year)
Kowloon Park Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Tai Kok Tsui Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Tai Wan Shan Swimming Pool	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Ho Man Tin Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm (6:00 pm to 9:00 pm from November to March of next year)
Kowloon Tsai Swimming Pool	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm
Morse Park Swimming Pool*	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm (6:00 pm to 9:00 pm from November to March of next year)
Hammer Hill Road Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 5:00 pm	6:00 pm to 10:00 pm (6:00 pm to 9:00 pm from November to March of next year)
Jordan Valley Swimming Pool	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm
Kwun Tong Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm
Lam Tin Swimming Pool *	6:30 am to 12:00 noon	1:00 pm to 6:00 pm	7:00 pm to 10:00 pm

\* Indoor heated pools

# Outdoor heated pools

## Tentative Schedule of Weekly Cleansing Days of Urban Public Swimming Pools in 2024/25

Day		Mon	Tue	Wed	Thu	Fri
Time		10 am to the end of the second session				
District	Swimming Pool					
Southern	Pao Yue Kong		√			
Central & Western	Kennedy Town *			√		
	Sun Yat Sen Memorial Park *		√			
Wan Chai	Wan Chai *@					√@
	Morrison Hill *			√		
	Victoria Park *	√				
Eastern	Island East *			√		
	Chai Wan		√			
	Siu Sai Wan *				√	
Sham Shui Po	Lai Chi Kok Park *#			√		
	Lei Cheng Uk				√	
	Sham Shui Po Park #					√
Yau Tsim Mong	Kowloon Park *		√			
	Tai Kok Tsui *	√				
Kowloon City	Tai Wan Shan				√	
	Ho Man Tin *			√		
	Kowloon Tsai	√				
Wong Tai Sin	Morse Park *					√
	Hammer Hill Road *	√				
Kwun Tong	Jordan Valley		√			
	Kwun Tong *			√		
	Lam Tin *				√	

\* Indoor heated pools during Winter Seasons (November – March).

# Outdoor heated pools during Winter Seasons (November – March).

@ Weekly cleansing operation in Wan Chai swimming pool is from 10:00am to 4:00pm

Remark:

No booking will be accepted during the weekly cleansing period. If weekly cleansing day falls on a public holiday, the swimming pool will open as usual and the weekly cleansing operation will be rescheduled for another weekday of the same week.

**LCS D**  
**Hiring of Swimming Pools by Schools**  
**in the Urban Area for Swimming Galas, Lessons and Training**  
**APPLICATION FORM FOR LOTS-DRAWING**

SCHOOL : \_\_\_\_\_  
 \*Secondary / Primary / Special School \*AM / PM / Whole day (\* Delete whichever is inappropriate)

ADDRESS : \_\_\_\_\_

FAX NO. : \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ TEL.NO. : \_\_\_\_\_

EMAIL : \_\_\_\_\_

**CHOICE OF POOL:** (Each school can only choose one pool for Gala and one pool for Lesson/Training. Please note the dates and time for the lots-drawing mentioned in this document. **No reminder will be sent to schools.**)

Swimming Pool	# Gala	# Lesson /Training
Pao Yue Kong		
Kennedy Town	N.A.	
Sun Yat Sen Memorial Park		
Morrison Hill	N.A.	
Wan Chai	N.A.	
Victoria Park		
Chai Wan		
Island East	N.A.	
Siu Sai Wan	N.A.	
Lai Chi Kok Park		
Sham Shui Po Park		

Swimming Pool	# Gala	# Lesson /Training
Lei Cheng Uk		
Kowloon Park		
Tai Kok Tsui	N.A.	
Tai Wan Shan		
Ho Man Tin	N.A.	
Morse Park		
Hammer Hill Road	N.A.	
Kwun Tong		
Jordan Valley	N.A.	
Lam Tin	N.A.	

Note: # Please put a "✓" in the appropriate box(es)

I authorize Mr./Ms. \_\_\_\_\_ to attend the lots-drawing as schedule. (\* Delete whichever is inappropriate)

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

Principal's Name: \_\_\_\_\_

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

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

Note: This is an application form for participating in the lots-drawing exercise only. It must be completed and returned to the corresponding LCS D swimming pool office(s) by fax or by post **ON OR BEFORE 28 March 2024 (Thursday)**. Information about LCS D swimming pool offices is listed in **Annex II**.

**ACKNOWLEDGEMENT OF APPLICATION**

(Re.: Application for Hiring of LCS D Swimming Pools by Schools  
in Urban Areas for Swimming Galas, Lessons and Training)

School Name: \_\_\_\_\_ Fax No. : \_\_\_\_\_

Your application for participating in the lots-drawing exercise is now being processed. Please follow the booking and allocation procedure as stated in **Annex II and** attend the date selection session (Stage II) to be held at the respective pool office(s).

LCS D  
 Official  
 Chop : \_\_\_\_\_

\_\_\_\_\_  
 Swimming Pool  
 Leisure and Cultural Services Department  
 Date: \_\_\_\_\_

本署專用 For Official Use	
編號No.	收表日期 Receipt Date

申請須知：填寫申請表前，請先參閱「公眾游泳池設施預訂程序」及「康樂及文化事務署轄下公眾泳池租用條款和條件」。  
(網址：<https://www.lcsd.gov.hk/tc/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>)

**Guidance Notes: Please read the “Guide to the Booking Procedure for Use of Public Swimming Pools” and “Terms and Conditions of Hire of Public Swimming Pools of the Leisure and Cultural Services Department” before completing this application form.** (Website: <https://www.lcsd.gov.hk/tc/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>)

註：(一) 此表格不適用於中央分線計劃的申請

**Note: 1. The application form is not applicable to Central Lane Allocation Scheme.**

(二) 遞交申請表時，請一併附上一個已付足郵費的回郵信封。

**2. Please enclose a stamped and self-addressed envelope with this application form.**

(三) 如以郵寄方式遞交申請表格，投寄前請確保郵件上已貼上足夠郵資。康文署不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁

[http://www.hongkongpost.hk/tc/postage\\_calculator/index.html](http://www.hongkongpost.hk/tc/postage_calculator/index.html)

**3. To submit the application form by post, please make sure that all mail items bear sufficient postage. LCSD 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)).**

## 申請使用康樂及文化事務署(康文署)轄下的游泳池 Application for Use of Leisure and Cultural Services Department (LCSD) Swimming Pools

### 申請表 Application Form

(1) 申請人姓名：

Name of Applicant :

(2) 郵寄地址 Postal Address :

電話號碼Tel No. :      傳真號碼Fax No. :  
(        )                      (        )

(3) 申請團體資格 Eligibility of Application

(有關獲優先預訂場地資格的團體資格，請參閱「公眾游泳池設施預訂程序」。For details of organisations eligible for priority booking, please refer to “Guide to the Booking Procedure for Use of Public Swimming Pools”.)

優先使用者 Priority User

(必須為非牟利團體及租用游泳池設施舉辦非牟利活動。**MUST** be a non-profit-making organisation in nature and the hired swimming pool facilities are to be used for non-profit-making activities.)

非優先使用者 Non-Priority User

(4) 所屬團體名稱

Name of Organisation to which the Applicant belongs : \_\_\_\_\_

團體性質

Nature of Organisation :

政府部門 Government Department

學校 School

慈善團體 Charitable Institution<sup>^</sup>

非牟利 Non Profit-making<sup>^</sup>

牟利/商業 Profit-making / Commercial

其他(請列明) Others (Please specify) \_\_\_\_\_

<sup>^</sup>請提供證明文件 Please provide documentary proof (如申請團體已提交仍然有效的證明文件予申請租用的泳池辦事處，則無須重新遞交。If the document proof submitted to the pool office is still valid, re-submission of the document is not required.)

(5) \*登記證/香港身份證號碼(首4個數字)

\* Registration Certificate/Hong Kong Identity Card No. (first 4 digits) :

(6) 擬租用的游泳池場館名稱

Name of Swimming Pool Complex Required :

- (7) 所需設施 Facilities required :  
(請在適當的括號內加上✓號) (tick wherever appropriate)

泳池／泳線 (除舉辦水運會外，每張申請表只能選擇同一類的泳池／泳線。)

Pool/Lanes (except for swimming gala, only ONE type of pool/lanes may be selected for each application)

- |   |                                   |
|---|-----------------------------------|
| * 主／副池..... [ ]                             | * 其他設施／設備                         |
| * Main/Secondary Pool                       | <u>Other Facilities/Equipment</u> |
| * 主／副池的( )條50米泳線..... [ ]                   | 廣播系統..... [ ]                     |
| ( ) 50 M Lanes in the * Main/Secondary Pool | P.A. System                       |
| 25米泳池的( )條25米泳線..... [ ]                    | 分線繩..... [ ]                      |
| ( ) 25 M Lanes in the 25 M Pool.            | Lane Divider                      |
| 跳水池..... [ ]                                | 起跳訊號笛..... [ ]                    |
| Diving Pool                                 | Starting Horn                     |
| 訓練池／習泳池..... [ ]                            | 電子計時器..... [ ]                    |
| Training/Teaching Pool                      | Electronic Timing Equipment       |
| 半個兒童池..... [ ]                              | 活動起跳台..... [ ]                    |
| Half of Children Pool                       | Portable Starting Platform        |
|   | 看台..... [ ]                       |
|   | Spectator Stand                   |
|   | 其他 _____ [ ]                      |
|   | Others                            |

- (8) 用途：(請在適當的方格內加上✓號) Purpose of use : (Please tick in the appropriate box)

- |                                   |                         |
|-----------------------------------|-------------------------|
| (a) 為下述人士舉辦的*游泳課／訓練班              | (c) 拯溺訓練..... [ ]       |
| Swimming *lesson / training for : | Life-saving training    |
| (i) 初學者及不諳泳術者..... [ ]            | (d) 拯溺考試..... [ ]       |
| novice and non-swimmers           | Life-saving examination |
| (ii) 泳術改良..... [ ]                | (e) 潛泳活動..... [ ]       |
| stroke improvement                | Underwater activities   |
| (iii) 高級訓練..... [ ]               | (f) 高台跳水..... [ ]       |
| advanced training                 | High board diving       |
| (b) 游泳比賽..... [ ]                 | (g) 其他(請列明) _____ [ ]   |
| Swimming Competition              | Others (Please specify) |

- (9) 租用期(不應超過兩個月) Period of hire (shall not last for more than 2 months) :

由： \_\_\_\_\_ 至： \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

日期 Date	星期 Day	時間 Time		備註 Remarks
		由 From	至 To	
	日 Sun			
	一 Mon			
	二 Tue			
	三 Wed			
	四 Thu			
	五 Fri			
	六 Sat			



- (10) 如租用整個主池，請填寫以下資料 For hiring of whole main pool -
- (a) 預計的出席人數 Anticipated number of persons attending :  
參賽者 Competitors \_\_\_\_\_ 人 (Nos.) 觀眾 Spectators \_\_\_\_\_ 人 (Nos.)
- (b) 如須向觀眾收取入場費，請詳列入場券的數目及其票價。  
If admission charges are to be charged on spectators, please give full details of the number and price of admission tickets to be issued.
- 

- (11) 請註明你會否在租用期間提供合資格的救生員當值。  
Please state whether qualified duty lifeguards will be deployed during the period of hire.  
\* 會 yes / 否 no  
如果會的話，請註明人數 If yes, please specify the number : \_\_\_\_\_ 人 (Nos.)
- 

- (12) 此活動是否牟利？ Is the activity provided on a profit-making basis?  
 牟利活動 profit-making activity#  非牟利活動 non profit-making activity ##

#租用游泳池設施舉辦牟利活動，須繳付商業收費。  
Commercial rates will be charged for profit-making activity.

##如屬非牟利活動，活動的收入應僅用於該活動，如有任何盈餘，只可保留用於該團體促進體育運動的發展。不得直接或間接轉移該活動的收入或盈餘予任何人士或該團體的任何成員。申請人須因應康文署要求，向康文署提交其經審核賬目或經執業會計師核實的帳目報表，以及康文署要求的任何其他資料。 Proceeds from non profit-making activity must only be spent for the purpose of the same activity. Any surplus generated from this activity can only be used by the same organisation for development of the sport. Income or surplus from this activity is not allowed to be directly or indirectly channelled to any person or any member of the organisation. Applicant shall, upon request of LCSD, submit to LCSD its audited accounts or statement of accounts audited by a certified public accountant and any other information requested by LCSD.

- (13) 活動中會否展示／使用／升起國旗／區旗及／或國徽／區徽？  
Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event?  
 會 yes  不會 no
- 

- (14) 活動中會否奏唱國歌？  
Will the national anthem be played or sung at the event?  
 會 yes  不會 no

(註：如會，你必須遵從相關法例，即《國旗及國徽條例》(文件A401)、《區旗及區徽條例》(文件A602)及《國歌條例》(文件A405)等訂明的規定，以及確保參加者亦遵從相關法例。租用人如欲於租用期間展示、使用或升起國旗／區旗及／或國徽／區徽，必須確保其設計遵守相關條例規定的規格，並事先向副行政署長提出書面申請(電郵：flags&emblems@cso.gov.hk；傳真：2804 6552)。處理時間視乎個別情況而定，一般而言，需要大約3至4個星期。詳情請瀏覽：

<https://www.elegislation.gov.hk/hk/A401>  
(《國旗及國徽條例》)

<https://www.elegislation.gov.hk/hk/A602>  
(《區旗及區徽條例》)

<https://www.elegislation.gov.hk/hk/A405>  
(《國歌條例》)

有關國歌的標準曲譜及官方錄音，請參閱政制及內地事務局網頁：  
[https://www.cmab.gov.hk/tc/issues/national\\_anthem.htm](https://www.cmab.gov.hk/tc/issues/national_anthem.htm)

(Note: If yes, you have to comply with the requirements as stipulated in the concerned Ordinances, i.e. National Flag and National Emblem Ordinance (Instrument A401) Regional Flag and Regional Emblem Ordinance (Instrument A602), National Anthem Ordinance (Instrument A405), etc. and ensure that the participants comply with the Ordinances as well. Hirers who would like to display, use or raise the national / regional flag and/or national / regional emblem during their booked sessions should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and prior written applications should be sent to the Deputy Director of Administration (email: flags&emblems@cso.gov.hk; fax: 2804 6552).

The processing time, which takes about 3 to 4 weeks in general, would depend on individual circumstances. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401>  
(National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602>  
(Regional Flag and Regional Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/A405>  
(National Anthem Ordinance)

The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: [https://www.cmab.gov.hk/en/issues/national\\_anthem.htm](https://www.cmab.gov.hk/en/issues/national_anthem.htm)

(15) 在租用期間的負責人姓名 Name of person in charge during use :

**負責人(A) Responsible person (A)**

* 先生/小姐/女士/太太	職位
* Mr/Miss/Ms/Mrs	Position Held: _____
香港身份證號碼(首四個數字)	電話號碼
HKID Card No. (First 4 digits): _____	Tel. No.: _____

**負責人(B) Responsible person (B)**

* 先生/小姐/女士/太太	職位
* Mr/Miss/Ms/Mrs	Position Held: _____
香港身份證號碼(首四個數字)	電話號碼
HKID Card No. (First 4 digits): _____	Tel. No.: _____

(16) 在使用游泳池期間，負責游泳班／訓練或潛泳活動的教練的資料  
(學校須填妥附錄 A-1，無需填寫此項)

Particulars of coach(es) in charge of swimming lessons/training or underwater activities during the period of use  
(Schools shall complete **Appendix A-1** instead of item (16))

**教練(A) Coach (A)**

(a) *先生/小姐/女士/太太:	(b) 香港身份證號碼(首四個數字)
*Mr/Miss/Ms/Mrs: _____	HKID Card No. (First 4 digits): _____

(c) 教練是否具備附錄A-2列出的其中一項有效的導師／教練資格？

Is the coach a holder of one of the valid instructor/ coach qualifications listed in the **Appendix A-2**?

\* 是yes / 否no

(如果是的話，請在附錄A-2的適當方格內加上✓號)

(If yes, please put a ✓ in the appropriate box in **Appendix A-2**)

**教練(B) Coach (B)**

(a) * 先生小姐/女士/太太:	(b) 香港身份證號碼(首四個數字)
* Mr/Miss/Ms/Mrs: _____	HKID Card No. (First 4 digits): _____

(c) 教練是否具備附錄A-2列出的其中一項有效的導師／教練資格？

Is the coach a holder of one of the valid instructor / coach qualifications listed in the **Appendix A-2**?

\* 是yes / 否no

(如果是的話，請在附錄A-2的適當方格內加上✓號)

(If yes, please put a ✓ in the appropriate box in **Appendix A-2**)

(17) 租用人泳池暫停開放予公眾人士時段內租用泳池設施，請提供教練／導師所持的有效拯溺資格證書資料(有關認可拯溺資格，請參閱附錄 A-2。):

In circumstances when members of the public are excluded from the swimming pool complex, please provide information of the valid life-saving qualification of the coach/instructor (For details of the recognised life-saving qualifications, please refer to **Appendix A-2**):

(學校須填妥附錄A-1，無需填寫此項)

(Schools shall complete **Appendix A-1** instead of item (17))

教練/導師姓名 Name of coach(es)/instructor(s)	拯溺資格 Lifesaving qualification	有效年份截至 Year expired	頒發機構 Issued by

註：租用人在泳池暫停開放予公眾人士時段內租用泳池設施，租用人所聘請的教練／導師必須具備認可的教練資格，並持有有效的拯溺證書(由中國香港拯溺總會發出的銅章或以上)，否則不得在本署轄下的游泳池進行游泳課／其他訓練班的活動。

Note: In circumstances when members of the public are excluded from the swimming pool complex, the coach(es)/instructor(s) hired by the Hirer shall possess recognised coaching qualifications and shall be a holder of the Bronze Medallion (or higher level) issued by the Hong Kong China Life Saving Society, otherwise the coach(es)/instructor(s) is/are not permitted to conduct any lessons/training activities in LCSD swimming pools.

(18) 上次租用游泳池日期及游泳池名稱

Date of last hiring and name of pool : \_\_\_\_\_

\* 請刪去不適用者 \* Delete where inapplicable

本人代表 \_\_\_\_\_ (機構/團體名稱)(下稱「本機構/團體」)作出承諾，如是項申請獲得批准，本人會應康文署的要求，支付租用游泳池的所有費用及附加費，並支付因損毀而需作出修理的費用，以及修理、重新設置或更換任何在活動期間被損毀、毀壞、盜竊或移走的設備、裝置、設施、家具或其他財物的費用。本人聲明，上述申請是因本機構/團體舉辦活動而提出，所提供的資料均屬正確。

If this application is approved, I on behalf of \_\_\_\_\_ (Name of the Organisation) (the "Organisation"), undertake to meet, on demand by LCSD, all charges and additional charges arising from the hiring, and the cost of repairing, reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged, destroyed, stolen or removed during the period of hire. I declare that the above application is for the purpose of organising activity by the Organisation, and all information provided herewith is true and correct.

本人謹代表本機構/團體已閱讀（如是項申請獲得批准）並承諾遵守最新的《康樂及文化事務署轄下公眾泳池租用條款和條件》（網址：[https://www.lcsd.gov.hk/en/common/images/b5/doc/lc\\_swimpool\\_terms.pdf](https://www.lcsd.gov.hk/en/common/images/b5/doc/lc_swimpool_terms.pdf)），並明白：

I, on behalf of the Organisation, have read and (if this application is approved) undertake to observe the latest Terms and Conditions of Hire of Publics Swimming pools of the Leisure and Cultural Services Department (website: [https://www.lcsd.gov.hk/en/common/images/en/doc/lc\\_swimpool\\_terms.pdf](https://www.lcsd.gov.hk/en/common/images/en/doc/lc_swimpool_terms.pdf)) and understand that:

(a) 如租用人違反租用條款和條件第 37、39、40 或 42 條，在不損害康文署根據法例或衡平法享有的任何權利和補救的情況下，康文署會暫停機構/團體在下學年度享有的優先租用資格（就學校而言），或暫停機構/團體的優先租用資格三個月，由康文署發出的通知書所指明的日期起計（就其他機構而言）。此外，康文署亦保留拒絕機構/團體在該三個月內（由康文署向機構/團體發出的通知書所指明的日期起計）使用任何可供租用設施或取消任何已確認的預訂的權利。在這種情況下，機構/團體不會獲退還租用費，以及

(a) if the Organisation breaches Clause 37, 39, 40 or 42 of the Terms and Conditions of Hire, without prejudice to any rights and remedies to which LCSD may be entitled at law or in equity, LCSD will suspend the booking priority to which the Organisation is entitled for the next school year (in the case of schools) or for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation (in the case of other organisations). LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3-month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges will be made to the Organisation; and

(b) 在不損害前句以及康文署根據法例或衡平法享有的任何權利和補救的情況下，如機構/團體未能遵守租用條款和條件的任何其他條款和條件或違反有關《公眾泳池規例》（第 132 章，附屬法例 BR）的任何條款，康文署可暫停機構/團體在下學年度享有的優先租用資格（就學校而言），或暫停機構/團體的優先租用資格三個月，由康文署向機構/團體發出的通知書所指明的日期起計（就其他機構而言）。此外，康文署亦保留拒絕機構/團體在該三個月內（由康文署向機構/團體發出的通知書所指明的日期起計）使用任何可供租用設施或取消任何已確認的預訂的權利。在這種情況下，機構/團體不會獲退還租用費。

(b) without prejudice to the preceding sentence and any rights and remedies to which LCSD may be entitled at law or in equity, if the Organisation fails to observe any other terms and conditions of the Terms and Conditions of Hire or violate any provisions in the Public Swimming Pools Regulation (Cap. 132BR), LCSD may suspend the booking priority to which the

Organisation is entitled for the next school year (in the case of schools) or for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation (in the case of other organisations). LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3-month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges for the hired facilities will be made to the Organisation.

此外，本人謹代表本機構/團體已閱讀並承諾遵守最新的《康樂及文化事務署轄下公眾泳池租用條款和條件》，並同意在租用游泳池期間，如因任何意外、死亡、受傷、損失或損毀事件而導致有人提出法律行動、訴訟、申索或要求，本人代表本機構/團體同意根據租用條款和條件向康文署作出彌償。

I, on behalf of the Organisation, have read and undertake to observe the latest Terms and Conditions of Hire of Publics Swimming pools of the Leisure and Cultural Services Department and agree to indemnify LCSD in accordance with the Terms and Condition of Hire in respect of all actions, proceedings, claims or demands arising out of any accident, death, injury, loss or damage which may occur in the Swimming Pool during the period of hire.

\*\* 簽署

Signature

:

獲申請人授權簽署人姓名(請以正楷填寫)

Name of authorised signatory in BLOCK letter

:

職位

Position held

:

團體名稱

Name of Organisation

:

日期

Date

:

正式印章 Official chop/seal

\*\* 如學校為申請人，此部分須由校長親自填寫。

\*\* For school applications, this part shall be signed by the School Head personally.

供中國香港游泳總會 / 中國香港拯溺總會 / 香港復康會 /  
中國香港獨木舟總會 / 中國香港三項鐵人總會  
中國香港智障人士體育協會 / 中國香港傷殘人士體育協會 /  
中國香港潛水總會 / 其他體育總會 / 地區體育會的屬會或小組使用

For Affiliated Club or Group of HKGSA / HKLSS / HKSR / HKCU / HKTriA / HKSAPID / HKSAPD / HKUA  
/  
National Sports Organisations / District Sports Associations

此項申請經由下列人士審核及推薦：

This application is vetted and recommended by :

簽署  
Signature : \_\_\_\_\_

姓名(請以正楷填寫)  
Name in BLOCK letter : \_\_\_\_\_

職位  
Position held : \_\_\_\_\_

所屬體育總會/機構/政府部門名稱  
Name of sports organisation/  
organisation / government  
department to which the  
Applicant belongs : \_\_\_\_\_

正式印章：  
Official chop/seal

日期  
Date : \_\_\_\_\_

Note:

註：

- (1) 你必須在本表格提供個人資料。如你未能提供所需資料，本署可能無法處理你的申請。  
The provision of your personal information in this form is obligatory. If you do not provide the requisite personal information, LCSD may not be able to process your application.
- (2) 你的資料將供預訂設施、統計分析、進一步聯絡及郵寄資料之用。  
Your data will be used for booking of facility, statistical analysis, further contact and mailing of information.
- (3) 除獲本署授權的職員外，其他人士均不能查閱你的個人資料。  
Apart from those staff duly authorised by LCSD, no one will be given access to your personal information.
- (4) 如欲更改或查閱所申報的個人資料，請與處理此個案的分區辦事處人員聯絡。  
You may contact the district staff who process your case to correct or access your own personal data.

本署專用 For Official Use	
編號No.	收表日期 Receipt Date

申請須知：填寫申請表前，請先參閱「公眾游泳池設施預訂程序」及「康樂及文化事務署轄下公眾泳池租用條款和條件」。  
(網址：<https://www.lcsd.gov.hk/tc/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>)

Guidance Notes: Please read the “Guide to the Booking Procedure for Use of Public Swimming Pools” and “Terms and Conditions of Hire of Public Swimming Pools of the Leisure and Cultural Services Department” before completing this application form. (Website: <https://www.lcsd.gov.hk/tc/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>)

註：(一) 此表格不適用於中央分線計劃的申請

Note: 1. The application form is not applicable to Central Lane Allocation Scheme.

(二) 遞交申請表時，請一併附上一個已付足郵費的回郵信封。

2. Please enclose a stamped and self-addressed envelope with this application form.

(三) 如以郵寄方式遞交申請表格，投寄前請確保郵件上已貼上足夠郵資。康文署不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁

[http://www.hongkongpost.hk/tc/postage\\_calculator/index.html](http://www.hongkongpost.hk/tc/postage_calculator/index.html)

3. To submit the application form by post, please make sure that all mail items bear sufficient postage. LCSD 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)).

## 申請使用康樂及文化事務署(康文署)轄下的游泳池 Application for Use of Leisure and Cultural Services Department (LCSD) Swimming Pools

### 申請表 Application Form

(1) 申請人姓名：

Name of Applicant :

(2) 郵寄地址 Postal Address :

電話號碼Tel No. :      傳真號碼Fax No. :  
(        )                      (        )

(3) 申請團體資格 Eligibility of Application

(有關獲優先預訂場地資格的團體資格，請參閱「公眾游泳池設施預訂程序」。For details of organisations eligible for priority booking, please refer to “Guide to the Booking Procedure for Use of Public Swimming Pools”.)

優先使用者 Priority User

(必須為非牟利團體及租用游泳池設施舉辦非牟利活動。MUST be a non-profit-making organisation in nature and the hired swimming pool facilities are to be used for non-profit-making activities.)

非優先使用者 Non-Priority User

(4) 所屬團體名稱

Name of Organisation to which the Applicant belongs : \_\_\_\_\_

團體性質

Nature of Organisation :

政府部門 Government Department

學校 School

慈善團體 Charitable Institution^

非牟利 Non Profit-making^

牟利/商業 Profit-making / Commercial

其他(請列明) Others (Please specify) \_\_\_\_\_

^請提供證明文件 Please provide documentary proof (如申請團體已提交仍然有效的證明文件予申請租用的泳池辦事處，則無須重新遞交。If the document proof submitted to the pool office is still valid, re-submission of the document is not required.)

(5) \*登記證/香港身份證號碼(首4個數字)

\* Registration Certificate/Hong Kong Identity Card No. (first 4 digits) :

(6) 擬租用的游泳池場館名稱

Name of Swimming Pool Complex Required :

(7) 所需設施 Facilities required :

(請在適當的括號內加上✓號) (tick wherever appropriate)

泳池／泳線 (除舉辦水運會外，每張申請表只能選擇同一類的泳池／泳線。)

Pool/Lanes (except for swimming gala, only ONE type of pool/lanes may be selected for each application)

- |   |                                   |
|---|-----------------------------------|
| * 主／副池..... [ ]                             | * 其他設施／設備                         |
| * Main/Secondary Pool                       | <b>Other Facilities/Equipment</b> |
| * 主／副池的( )條50米泳線..... [ ]                   | 廣播系統..... [ ]                     |
| ( ) 50 M Lanes in the * Main/Secondary Pool | P.A. System                       |
| 25米泳池的( )條25米泳線..... [ ]                    | 分線繩..... [ ]                      |
| ( ) 25 M Lanes in the 25 M Pool.            | Lane Divider                      |
| 跳水池..... [ ]                                | 起跳訊號笛..... [ ]                    |
| Diving Pool                                 | Starting Horn                     |
| 訓練池／習泳池..... [ ]                            | 電子計時器..... [ ]                    |
| Training/Teaching Pool                      | Electronic Timing Equipment       |
| 半個兒童池..... [ ]                              | 活動起跳台..... [ ]                    |
| Half of Children Pool                       | Portable Starting Platform        |
|   | 看台..... [ ]                       |
|   | Spectator Stand                   |
|   | 其他 _____ [ ]                      |
|   | Others                            |

(8) 用途：(請在適當的方格內加上✓號) Purpose of use : (Please tick in the appropriate box)

- |                                   |                         |
|-----------------------------------|-------------------------|
| (a) 為下述人士舉辦的*游泳課／訓練班              | (c) 拯溺訓練..... [ ]       |
| Swimming *lesson / training for : | Life-saving training    |
| (i) 初學者及不諳泳術者..... [ ]            | (d) 拯溺考試..... [ ]       |
| novice and non-swimmers           | Life-saving examination |
| (ii) 泳術改良..... [ ]                | (e) 潛泳活動..... [ ]       |
| stroke improvement                | Underwater activities   |
| (iii) 高級訓練..... [ ]               | (f) 高台跳水..... [ ]       |
| advanced training                 | High board diving       |
| (b) 游泳比賽..... [ ]                 | (g) 其他(請列明) _____ [ ]   |
| Swimming Competition              | Others (Please specify) |

(9) 租用期(不應超過兩個月) Period of hire (shall not last for more than 2 months) :

由： \_\_\_\_\_ 至： \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

日期 Date	星期 Day	時間 Time		備註 Remarks
		由 From	至 To	
	日 Sun			
	一 Mon			
	二 Tue			
	三 Wed			
	四 Thu			
	五 Fri			
	六 Sat			

- (10) 如租用整個主池，請填寫以下資料 For hiring of whole main pool -
- (a) 預計的出席人數 Anticipated number of persons attending :  
參賽者 Competitors \_\_\_\_\_ 人 (Nos.) 觀眾 Spectators \_\_\_\_\_ 人 (Nos.)
- (c) 如須向觀眾收取入場費，請詳列入場券的數目及其票價。  
If admission charges are to be charged on spectators, please give full details of the number and price of admission tickets to be issued.
- 

- (11) 請註明你會否在租用期間提供合資格的救生員當值。  
Please state whether qualified duty lifeguards will be deployed during the period of hire.  
\* 會 yes / 否 no  
如果會的話，請註明人數 If yes, please specify the number : \_\_\_\_\_ 人 (Nos.)
- 

- (12) 此活動是否牟利？ Is the activity provided on a profit-making basis?  
 牟利活動 profit-making activity#  非牟利活動 non profit-making activity ##

#租用游泳池設施舉辦牟利活動，須繳付商業收費。  
Commercial rates will be charged for profit-making activity.

##如屬非牟利活動，活動的收入應僅用於該活動，如有任何盈餘，只可保留用於該團體促進體育運動的發展。不得直接或間接轉移該活動的收入或盈餘予任何人士或該團體的任何成員。申請人須因應康文署要求，向康文署提交其經審核賬目或經執業會計師核實的帳目報表，以及康文署要求的任何其他資料。 Proceeds from non profit-making activity must only be spent for the purpose of the same activity. Any surplus generated from this activity can only be used by the same organisation for development of the sport. Income or surplus from this activity is not allowed to be directly or indirectly channelled to any person or any member of the organisation. Applicant shall, upon request of LCSD, submit to LCSD its audited accounts or statement of accounts audited by a certified public accountant and any other information requested by LCSD.

- (13) 活動中會否展示／使用／升起國旗／區旗及／或國徽／區徽？  
Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event?  
 會 yes  不會 no
- 

- (14) 活動中會否奏唱國歌？  
Will the national anthem be played or sung at the event?  
 會 yes  不會 no

(註：如會，你必須遵從相關法例，即《國旗及國徽條例》(文件A401)、《區旗及區徽條例》(文件A602)及《國歌條例》(文件A405)等訂明的規定，以及確保參加者亦遵從相關法例。租用人如欲於租用期間展示、使用或升起國旗／區旗及／或國徽／區徽，必須確保其設計遵守相關條例規定的規格，並事先向副行政署長提出書面申請(電郵：flags&emblems@cso.gov.hk；傳真：2804 6552)。處理時間視乎個別情況而定，一般而言，需要大約3至4個星期。詳情請瀏覽：

<https://www.elegislation.gov.hk/hk/A401>  
(《國旗及國徽條例》)

<https://www.elegislation.gov.hk/hk/A602>  
(《區旗及區徽條例》)

<https://www.elegislation.gov.hk/hk/A405>  
(《國歌條例》)

有關國歌的標準曲譜及官方錄音，請參閱政制及內地事務局網頁：  
[https://www.cmab.gov.hk/tc/issues/national\\_anthem.htm](https://www.cmab.gov.hk/tc/issues/national_anthem.htm)

(Note: If yes, you have to comply with the requirements as stipulated in the concerned Ordinances, i.e. National Flag and National Emblem Ordinance (Instrument A401) Regional Flag and Regional Emblem Ordinance (Instrument A602), National Anthem Ordinance (Instrument A405), etc. and ensure that the participants comply with the Ordinances as well. Hirers who would like to display, use or raise the national / regional flag and/or national / regional emblem during their booked sessions should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and prior written applications should be sent to the Deputy Director of Administration (email: flags&emblems@cso.gov.hk; fax: 2804 6552).



The processing time, which takes about 3 to 4 weeks in general, would depend on individual circumstances. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401>  
(National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602>  
(Regional Flag and Regional Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/A405>  
(National Anthem Ordinance)

The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: [https://www.cmab.gov.hk/en/issues/national\\_anthem.htm](https://www.cmab.gov.hk/en/issues/national_anthem.htm)

(15) 在租用期間的負責人姓名 Name of person in charge during use :

**負責人(A) Responsible person (A)**

* 先生/小姐/女士/太太	職位
* Mr/Miss/Ms/Mrs	Position Held: _____
香港身份證號碼(首四個數字)	電話號碼
HKID Card No. (First 4 digits): _____	Tel. No.: _____

**負責人(B) Responsible person (B)**

* 先生/小姐/女士/太太	職位
* Mr/Miss/Ms/Mrs	Position Held: _____
香港身份證號碼(首四個數字)	電話號碼
HKID Card No. (First 4 digits): _____	Tel. No.: _____

(16) 在使用游泳池期間，負責游泳班／訓練或潛泳活動的教練的資料  
(學校須填妥附錄 A-1，無需填寫此項)

Particulars of coach(es) in charge of swimming lessons/training or underwater activities during the period of use  
(Schools shall complete **Appendix A-1** instead of item (16))

**教練(A) Coach (A)**

(a) *先生/小姐/女士/太太:	(b) 香港身份證號碼(首四個數字)
*Mr/Miss/Ms/Mrs: _____	HKID Card No. (First 4 digits): _____

(c) 教練是否具備附錄A-2列出的其中一項有效的導師／教練資格？

Is the coach a holder of one of the valid instructor/ coach qualifications listed in the **Appendix A-2**?

\* 是yes / 否no

(如果是的話，請在附錄A-2的適當方格內加上✓號)

(If yes, please put a ✓ in the appropriate box in **Appendix A-2**)

**教練(B) Coach (B)**

(a) * 先生小姐/女士/太太:	(b) 香港身份證號碼(首四個數字)
* Mr/Miss/Ms/Mrs: _____	HKID Card No. (First 4 digits): _____

(c) 教練是否具備附錄A-2列出的其中一項有效的導師／教練資格？

Is the coach a holder of one of the valid instructor / coach qualifications listed in the **Appendix A-2**?

\* 是yes / 否no

(如果是的話，請在附錄A-2的適當方格內加上✓號)

(If yes, please put a ✓ in the appropriate box in **Appendix A-2**)

(17) 租用人泳池暫停開放予公眾人士時段內租用泳池設施，請提供教練／導師所持的有效拯溺資格證書資料(有關認可拯溺資格，請參閱附錄 A-2。):

In circumstances when members of the public are excluded from the swimming pool complex, please provide information of the valid life-saving qualification of the coach/instructor (For details of the recognised life-saving qualifications, please refer to **Appendix A-2**):

(學校須填妥附錄A-1，無需填寫此項)

(Schools shall complete **Appendix A-1** instead of item (17))

教練/導師姓名 Name of coach(es)/instructor(s)	拯溺資格 Lifesaving qualification	有效年份截至 Year expired	頒發機構 Issued by

註：租用人在泳池暫停開放予公眾人士時段內租用泳池設施，租用人所聘請的教練／導師必須具備認可的教練資格，並持有有效的拯溺證書(由中國香港拯溺總會發出的銅章或以上)，否則不得在本署轄下的游泳池進行游泳課／其他訓練班的活動。

Note: In circumstances when members of the public are excluded from the swimming pool complex, the coach(es)/instructor(s) hired by the Hirer shall possess recognised coaching qualifications and shall be a holder of the Bronze Medallion (or higher level) issued by the Hong Kong China Life Saving Society, otherwise the coach(es)/instructor(s) is/are not permitted to conduct any lessons/training activities in LCSD swimming pools.

(18) 上次租用游泳池日期及游泳池名稱

Date of last hiring and name of pool : \_\_\_\_\_

\* 請刪去不適用者 \* Delete where inapplicable

本人代表 \_\_\_\_\_ (機構/團體名稱)(下稱「本機構/團體」)作出承諾，如是項申請獲得批准，本人會應康文署的要求，支付租用游泳池的所有費用及附加費，並支付因損毀而需作出修理的費用，以及修理、重新設置或更換任何在活動期間被損毀、毀壞、盜竊或移走的設備、裝置、設施、家具或其他財物的費用。本人聲明，上述申請是因本機構/團體舉辦活動而提出，所提供的資料均屬正確。

If this application is approved, I on behalf of \_\_\_\_\_ (Name of the Organisation) (the "Organisation"), undertake to meet, on demand by LCSD, all charges and additional charges arising from the hiring, and the cost of repairing, reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged, destroyed, stolen or removed during the period of hire. I declare that the above application is for the purpose of organising activity by the Organisation, and all information provided herewith is true and correct.

本人謹代表本機構/團體已閱讀（如是項申請獲得批准）並承諾遵守最新的《康樂及文化事務署轄下公眾泳池租用條款和條件》（網址：[https://www.lcsd.gov.hk/en/common/images/b5/doc/lc\\_swimpool\\_terms.pdf](https://www.lcsd.gov.hk/en/common/images/b5/doc/lc_swimpool_terms.pdf)），並明白：

I, on behalf of the Organisation, have read and (if this application is approved) undertake to observe the latest Terms and Conditions of Hire of Publics Swimming pools of the Leisure and Cultural Services Department (website: [https://www.lcsd.gov.hk/en/common/images/en/doc/lc\\_swimpool\\_terms.pdf](https://www.lcsd.gov.hk/en/common/images/en/doc/lc_swimpool_terms.pdf)) and understand that:

(a) 如租用人違反租用條款和條件第 37、39、40 或 42 條，在不損害康文署根據法例或衡平法享有的任何權利和補救的情況下，康文署會暫停機構/團體在下學年度享有的優先租用資格（就學校而言），或暫停機構/團體的優先租用資格三個月，由康文署發出的通知書所指明的日期起計（就其他機構而言）。此外，康文署亦保留拒絕機構/團體在該三個月內（由康文署向機構/團體發出的通知書所指明的日期起計）使用任何可供租用設施或取消任何已確認的預訂的權利。在這種情況下，機構/團體不會獲退還租用費，以及

(a) if the Organisation breaches Clause 37, 39, 40 or 42 of the Terms and Conditions of Hire, without prejudice to any rights and remedies to which LCSD may be entitled at law or in equity, LCSD will suspend the booking priority to which the Organisation is entitled for the next school year (in the case of schools) or for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation (in the case of other organisations). LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3-month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges will be made to the Organisation; and

(b) 在不損害前句以及康文署根據法例或衡平法享有的任何權利和補救的情況下，如機構/團體未能遵守租用條款和條件的任何其他條款和條件或違反有關《公眾泳池規例》（第 132 章，附屬法例 BR）的任何條款，康文署可暫停機構/團體在下學年度享有的優先租用資格（就學校而言），或暫停機構/團體的優先租用資格三個月，由康文署向機構/團體發出的通知書所指明的日期起計（就其他機構而言）。此外，康文署亦保留拒絕機構/團體在該三個月內（由康文署向機構/團體發出的通知書所指明的日期起計）使用任何可供租用設施或取消任何已確認的預訂的權利。在這種情況下，機構/團體不會獲退還租用費。

(b) without prejudice to the preceding sentence and any rights and remedies to which LCSD may be entitled at law or in equity, if the Organisation fails to observe any other terms and conditions of the Terms and Conditions of Hire or violate any provisions in the Public Swimming Pools Regulation (Cap. 132BR), LCSD may suspend the booking priority to which the

Organisation is entitled for the next school year (in the case of schools) or for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation (in the case of other organisations). LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3-month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges for the hired facilities will be made to the Organisation.

此外，本人謹代表本機構/團體已閱讀並承諾遵守最新的《康樂及文化事務署轄下公眾泳池租用條款和條件》，並同意在租用游泳池期間，如因任何意外、死亡、受傷、損失或損毀事件而導致有人提出法律行動、訴訟、申索或要求，本人代表本機構/團體同意根據租用條款和條件向康文署作出彌償。

I, on behalf of the Organisation, have read and undertake to observe the latest Terms and Conditions of Hire of Publics Swimming pools of the Leisure and Cultural Services Department and agree to indemnify LCSD in accordance with the Terms and Condition of Hire in respect of all actions, proceedings, claims or demands arising out of any accident, death, injury, loss or damage which may occur in the Swimming Pool during the period of hire.

\*\* 簽署

Signature

:

獲申請人授權簽署人姓名(請以正楷填寫)

Name of authorised signatory in BLOCK letter

:

職位

Position held

:

團體名稱

Name of Organisation

:

日期

Date

:

正式印章 Official chop/seal

\*\* 如學校為申請人，此部分須由校長親自填寫。

\*\* For school applications, this part shall be signed by the School Head personally.

供中國香港游泳總會 / 中國香港拯溺總會 / 香港復康會 /  
中國香港獨木舟總會 / 中國香港三項鐵人總會  
中國香港智障人士體育協會 / 中國香港傷殘人士體育協會 /  
中國香港潛水總會 / 其他體育總會 / 地區體育會的屬會或小組使用

For Affiliated Club or Group of HKGSA / HKLSS / HKSR / HKCU / HKTriA / HKSAPID / HKSAPD / HKUA  
/  
National Sports Organisations / District Sports Associations

此項申請經由下列人士審核及推薦：

This application is vetted and recommended by :

簽署 Signature	:	_____
姓名(請以正楷填寫) Name in BLOCK letter	:	_____
職位 Position held	:	_____
所屬體育總會/機構/政府部門名稱 Name of sports organisation/ organisation / government department to which the Applicant belongs	:	_____
正式印章： Official chop/seal		
日期 Date	:	_____

Note:

註：

- (1) 你必須在本表格提供個人資料。如你未能提供所需資料，本署可能無法處理你的申請。  
The provision of your personal information in this form is obligatory. If you do not provide the requisite personal information, LCSD may not be able to process your application.
- (2) 你的資料將供預訂設施、統計分析、進一步聯絡及郵寄資料之用。  
Your data will be used for booking of facility, statistical analysis, further contact and mailing of information.
- (3) 除獲本署授權的職員外，其他人士均不能查閱你的個人資料。  
Apart from those staff duly authorised by LCSD, no one will be given access to your personal information.
- (4) 如欲更改或查閱所申報的個人資料，請與處理此個案的分區辦事處人員聯絡。  
You may contact the district staff who process your case to correct or access your own personal data.

學校游泳課／訓練班

School Swimming Lessons / Training

附錄A-1

Appendix A-1

請圈出或註明水上活動的類別，以確定體育教師或游泳教練的有關資格：

Please circle or specify the type of activity, as the requirement on qualification of PE teachers or swimming coaches may vary according to the type of aquatic activity.

游泳 Swimming / 拯溺 Lifesaving / 其他 Others (請註明please specify : \_\_\_\_\_)

請圈出或註明進入場館時學生身份識別方法：

Please also circle or specify the way for proving the identity of students:

校服 School uniform / 學生證 Student ID card / 泳帽 Swimming cap / 手帶 Wristband / 其他 others (請註明Please specify : \_\_\_\_\_)

負責學校游泳課／訓練班的體育老師／游泳教練：

PE Teacher(s) / Swimming Coach(es) in charge of the School Swimming Lessons / Training Sessions :

	(1)	(2)	(3)	(4)
體育老師／游泳教練姓名 Name of PE Teacher(s) / Swimming Coach(es)				
職位 Position Held:	*體育老師PE Teacher(s) / 教練Coach(es)	*體育老師PE Teacher(s) / 教練Coach(es)	*體育老師PE Teacher(s) / 教練Coach(es)	*體育老師PE Teacher(s) / 教練Coach(es)
香港身份證號碼(首4個數字) ID Card No. (first 4 digits)				
拯溺資格 Lifesaving qualification				
考獲年份 Year Obtained				
頒發機構 Issued By				

註Note :

- (i) 負責教授游泳的體育教師(必須是完成體育專科訓練的教師)必須曾考獲由前皇家救生會(香港分會)或中國香港拯溺總會發出的銅章(或更高的資格)，有關資格不設期限。負責教授游泳的教練應具備由中國香港游泳總會發出的游泳教師證書或由香港游泳教師總會發出的游泳教師證書，另必須持有由中國香港拯溺總會發出的銅章(或更高的資格)，有效期為三年。除游泳課及游泳訓練外，教師或教練在康文署泳池內教授其他水上活動，均須持有認可的有關教練資格。

PE teachers (i.e. who have completed subject-training in PE) who conduct swimming lessons must have possessed the Bronze Medallion (or higher level) issued by the Royal Life Saving Society (Hong Kong Branch) or the Hong Kong China Life Saving Society (HKLSS) irrespective of issuing date. Swimming coaches who conduct swimming lessons must be holder of Swimming Teacher's Certificate issued by the Hong Kong China Swimming Association or Swimming Teachers' Certificate issued by the Swimming Teachers' Association (HK) and must possess the Bronze Medallion (or higher level) issued by the HKLSS within three years after issue. In addition, teachers/ coaches conducting water sports activities other than swimming lesson/training in LCSD swimming pools must possess recognised coaching qualifications for the relevant water sports activities.

- (ii) 學校於暫停開放時段內使用泳池，須自行安排一位持有中國香港拯溺總會發出之有效銅章或以上資格的人士，陪同習泳的學生，負責學生的紀律及安全。中國香港拯溺總會的拯溺資格一般有效期為三年。Schools using the LCSD swimming pools during session breaks must ensure their students are accompanied by a person with a valid Bronze Medallion Certificate or above issued by the Hong Kong China Life Saving Society (HKLSS). This person shall be responsible for the conduct and safety of their students. The lifesaving qualifications issued by the HKLSS are usually valid for three years.

- (iii) 只有已租訂泳池／泳線的學校的學生，才可在租訂的時段內使用游泳池設施。校長應確保不會有其他機構以該校名義，濫用游泳池設施或把設施作商業用途。

Only the students of the school that has hired the pool/lanes are allowed to use the pool facilities during the session(s) booked. The School Head shall ensure that there will not be abuse or commercial use of pool facilities concerned by other organisations in the name of his/her school.

- (iv) 本表格應由校長親自簽名，並蓋上學校印章。

This form shall be signed by the School Head personally with the school chop affixed.

- (v) 校長應核證學校體育老師／游泳教練的資格後，才在本表格簽名。

School Head shall verify the qualification(s) of the PE teacher(s) / swimming coach(es) of his / her school before signing this form.

校長簽名 :

School Head's signature \_\_\_\_\_

校長姓名 :

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

學校印章 :

School chop \_\_\_\_\_

日期 :

Date \_\_\_\_\_

- 註：(1) 你必須在本表格內提供個人資料。如你未能提供所需資料，康文署可能無法處理你的申請。

The provision of your personal information in this form is obligatory. If you do not provide the requisite personal information, LCSD may not be able to process your application.

- (2) 你的資料將供預訂設施、統計分析、進一步聯絡及郵寄資料之用。

Your data will be used for booking of facility, statistical analysis, further contact and mailing of information.

- (3) 除獲康文署授權的職員外，其他人士均不能查閱你的資料。

Apart from those staff duly authorised by LCSD, no one will be given access to your personal information.

- (4) 如欲更改或查閱所申報的個人資料，請與處理此個案的分區辦事處人員聯絡。

You may contact the district staff who process your case to correct or access your own personal data.

**相關體育活動的認可教練/導師證書**

**Recognised Coach/Instructor Certificate of Relevant Sports Activities**

(請在下面適當的方格內加上✓號)( please put a ✓ in the appropriate box below)

**(A) 游泳課/訓練 For Swimming lessons / training :**

教練Coach A 教練 Coach B

(i)	由中國香港游泳總會發出的游泳教師證書 Swimming Teacher's Certificate issued by the Hong Kong China Swimming Association	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	由香港游泳教師總會發出的游泳教師證書 Swimming Teachers' Certificate issued by the Swimming Teachers' Association (HK)	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由香港游泳教練會發出，並獲中國香港游泳總會認可的第一級教練證書 Level 1 Coaches Certificate issued by the HK Swimming Coaches Association and endorsed by the Hong Kong China Swimming Association	<input type="checkbox"/>	<input type="checkbox"/>

**(B) 潛泳活動 For Underwater Activities :**

教練Coach A 教練 Coach B

(i)	中國香港潛水總會教練證書 HK China Underwater Association Instructor Certificate	<input type="checkbox"/>	<input type="checkbox"/>
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**(C) 拯溺訓練 For Life Saving training :**

教練Coach A 教練 Coach B

(i)	由中國香港拯溺總會發出的教師證書 Teacher's Certificate issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	由中國香港拯溺總會發出的高級拯溺教師證書 Advanced Teacher Certificate issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由英國皇家救生會發出的教師證書 (1997年前) Teachers Certificate issued by the Royal Life Saving Society United Kingdom (before 1997)	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	由英國皇家救生會發出的高級教師證書 (1997年前) Advance Teachers Certificate the Royal Life Saving Society United Kingdom (before 1997)	<input type="checkbox"/>	<input type="checkbox"/>

**(D) 三項鐵人訓練 For Triathlon training :**

教練Coach A 教練 Coach B

(i)	由中國香港三項鐵人總會發出的 第一級/ 第二級 /第三級 *教練證書 Triathlon Level I / Level II / Level II Coaching Certificate issued by HKTriA	<input type="checkbox"/>	<input type="checkbox"/>
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**(E) 在泳池暫停開放予公眾人士時段內租用泳池設施，教練/導師所持的有效拯溺資格證書 Valid life-saving certificate the coach/instructor possesses in circumstances when members of the public are excluded from the swimming pool complex :**

教練/導師  
Coach/  
Instructor A

教練/導師  
Coach/  
Instructor B

(i)	由中國香港拯溺總會發出的銅章 Bronze Medallion issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	由中國香港拯溺總會發出的泳池活動導師拯救章 Pool Aquatic Leader Rescue Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由中國香港拯溺總會發出的磁章 Award of Merit issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	由中國香港拯溺總會發出的泳池救生章 Pool Lifeguard Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由中國香港拯溺總會發出的泳池救生管理章 Pool Lifeguard Management Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	由中國香港拯溺總會泳池救生管理章高級泳池救生章 Advanced Pool Lifeguard Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>

**F) 其他 Others (請註明 Please specify) :**

教練Coach A 教練 Coach B

(i)		<input type="checkbox"/>	<input type="checkbox"/>
(ii)		<input type="checkbox"/>	<input type="checkbox"/>

註：

Note:

- (i) 須在本申請表格內夾附上述資格證明的副本。  
Copy of the above-mentioned qualification (s) must be enclosed with this application form.
- (ii) 任何人士如未具備申請表上任何一項資格，均不可在康文署轄下泳池舉行游泳課/訓練或潛泳活動。  
Any person not in possession of any of the qualifications stated in the Appendix is not permitted to conduct swimming lessons/training or underwater activities in LCSD swimming pools.
- (iii) 任何人士如具備上文所述以外的資格，應先取得有關授權協會的認可，以資證明。  
Any person in possession of any qualification which is not on the list above shall obtain recognition from the respective authorised associations in Hong Kong to certify his/her qualification(s).
- (iv) 任何人士如提供不完整及不正確的資料，不論蓄意或無意，均會令此項申請無效。  
Incomplete and inaccurate information, either intentionally or unintentionally, will render this application void.

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