



**LEISURE AND CULTURAL SERVICES DEPARTMENT
SCHOOL BOOKING PROCEDURES –
SPORTS CENTRES, TENNIS COURTS, SQUASH COURTS,
TURF PITCHES AND HARD-SURFACE PITCHES**

1. Applications for Use of Sports Centres, Tennis Courts, Squash Courts, Turf Pitches and Hard-surface Pitches

Schools may make priority booking of the aforementioned recreation and sports facilities of the Leisure and Cultural Services Department (LCSD):

- (a) Limited to sessions from 7 a.m. to 6 p.m. on Mondays to Fridays, and from 7 a.m. to 1 p.m. on Saturdays (except Sundays, public holidays, and maintenance days).
- (b) Applications for sessions from 1 September 2026 to 10 July 2027 can be submitted one school year in advance.

2. Application Procedures

- (a) Starting from the 2026/27 school year, schools must register as SmartPLAY organisation users and submit booking applications through the system.
- (b) Schools wishing to hire the sports centres, tennis courts, squash courts, turf pitches and hard-surface pitches under the LCSD must submit applications via the SmartPLAY system on or before 1 June 2026.
- (c) If more than one school applies for the same session(s), the person in charge of the venue will negotiate with the schools concerned as far as practicable. If a satisfactory arrangement cannot be reached, allocation will be decided by ballot. The number of sports facilities available for booking is subject to the actual booking situation.
- (d) All late applications will be treated as ordinary bookings and processed together with applications from other organisations.
- (e) Schools wishing to apply for use of venues outside the periods specified in Part 1 above shall follow the booking procedures applicable to general organisations.
- (f) Upon completion of venue allocation, a letter will be issued to the school concerned confirming all booking details. The school concerned must settle the payment before the due date.
- (g) No changes to the allocated sessions and facilities will be allowed once payment has been made.

3. Reallocation and Refund Arrangements

In the event that a school activity has to be suspended due to inclement weather, schools may request for an alternative date of use (if a suitable date is available), or apply for a refund under the following circumstances (except non-fee charging facilities):

- (a) The Education Bureau announces suspension of classes;
- (b) The Hong Kong Observatory (HKO) issues Red or Black Rainstorm Warning Signal;
- (c) The HKO issues Tropical Cyclone Warning Signal No. 3 or above;
- (d) The booked sessions fall within two hours after the issue of a Pre-No. 8 Special Announcement;
- (e) The Environmental Protection Department announces that the health risk category reaches “Serious” level in the district where the activity is conducted (i.e. the Air Quality Health Index reaches 10+);
- (f) There is serious flooding in the district at which the school or venue is located; and
- (g) The HKO issues thunderstorm warning (only applicable to outdoor facilities).

4. Conditions of Use

Schools shall comply with the latest “Conditions of Use of Recreation and Sports Facilities” (<http://www.lcsd.gov.hk/en/condition/index.html>) and “General Conditions for Use of Non-fee Charging Facilities” (<http://www.lcsd.gov.hk/en/condition/non-fee.html>) issued by the LCSD, as well as the following additional conditions applicable to schools:

- (a) Schools shall follow the instructions given by the person in charge of the venue, and comply with the regulations and rules stipulated by the LCSD. In the event of any violation of the above regulations, the LCSD reserves the right to cancel the facility allocation.
- (b) Schools should assign a school representative to check in before using the facilities. There must be at least one teacher or one authorised instructor who is qualified to provide training present during the booked sessions to co-ordinate and manage the use of facilities by students.
- (c) Schools shall ensure that the booked sessions and facilities are used solely for physical education lessons and extracurricular activities organised specially for students.

5. Hire Charges of Leisure Facilities

Schools may enjoy concessionary rates during designated periods. For the latest leisure facility charges, please refer to the LCSD website. Charges are subject to change. The latest charges as announced by the LCSD shall prevail.

Urban Area:

<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>)

6. Information of Venues

For details of the sports centres, tennis courts, squash courts, turf pitches and hard-surface pitches, please refer to the LCSD website (<http://www.lcsd.gov.hk/en/facilities/facilitieslist/landsports.html>).

LEISURE AND CULTURAL SERVICES DEPARTMENT**Sessions of natural and artificial turf pitches available for booking by schools**

(subject to the latest arrangement announced by the venue, schools are advised to contact the venue for updates before submission of application)

Facilities	Mondays to Fridays	Saturdays	Remarks
1. Natural turf pitches	(a) 8:00 am – 9:30 am (b) 9:30 am – 11:00 am (c) 11:00 am – 12:30 pm (d) 1:30 pm – 3:00 pm (e) 3:00 pm – 4:30 pm (f) 4:30 pm – 6:00 pm	(a) 8:00 am – 9:30 am (b) 9:30 am – 11:00 am (c) 11:00 am – 12:30 pm	The natural turf pitch in Yuen Long Stadium of Yuen Long District has been closed for redevelopment since June 2022, with completion expected in the first quarter of 2027. No bookings will be accepted during the works period.
2. Artificial turf pitches (except for artificial turf pitches in Po Kong Village Road Park, Ma Chai Hang Recreation Ground and designated hockey pitches)	(a) 8:00 am – 9:30 am (b) 9:30 am – 11:00 am (c) 11:30 am – 1:00 pm (d) 1:00 pm – 2:30 pm (e) 3:00 pm – 4:30 pm (f) 4:30 pm – 6:00 pm	(a) 8:00 am – 9:30 am (b) 9:30 am – 11:00 am (c) 11:30 am – 1:00 pm	The artificial turf pitch (Pitch 1&8) in Happy Valley Recreation Ground of Wan Chai District has been closed from December 2026 for redevelopment and estimated to be completed in the forth quarter of 2027. No bookings will be accepted during the works period.
3. Artificial turf pitches in Po Kong Village Road Park and Ma Chai Hang Recreation Ground	(a) 7:30 am – 9:00 am (b) 9:00 am – 10:30 am (c) 10:45 am – 12:15 pm (d) 12:15 pm – 1:45 pm (e) 2:15 pm – 3:45 pm (f) 3:45 pm – 5:15 pm	(a) 7:30 am – 9:00 am (b) 9:00 am – 10:30 am (c) 10:45 am – 12:15 pm	
4. Designated hockey pitches	(a) 8:30 am – 10:00 am (b) 10:30 am – 12:00 nn (c) 12:30 pm – 2:00 pm (d) 2:30 pm – 4:00 pm (e) 4:30 pm – 6:00 pm	(a) 8:30 am – 10:00 am (b) 10:30 am – 12:00 nn	