LEISURE AND CULTURAL SERVICES DEPARTMENT
FREE USE SCHEME FOR SCHOOLS

Schools may apply for free use of the following recreation and sports facilities under the Leisure and Cultural Services Department (LCSD) during the period from **1 September 2026 to 30 June 2027** from the opening time of each venue until 5 p.m. on Mondays to Fridays (except Saturdays, Sundays, public holidays, and maintenance days):

(a) Arenas and activity rooms of all sports centres;
(Note: The arena and squash courts on the 12th floor in Sheung Wan Sports Centre of Central and Western District will be temporarily closed from October 2026 tentatively for renovation works.)

(b) All squash courts (excluding the table tennis tables provided inside the courts);
(Note: Some squash courts, male and female toilets, as well as changing rooms in Hong Kong Squash Centre of Central and Western District will be temporarily closed in phases beginning in late February 2027.)

(c) King's Park Hockey Ground (only bookings for sessions before 4 p.m. will be accepted), and the hockey ground at Happy Valley Recreation Ground (Pitch No. 11);

(d) Victoria Park Bowling Green, Siu Lek Yuen Road Playground Bowling Green, Wu Shan Bowling Green, Tai Po Waterfront Park Bowling Green, and Hang Hau Man Kuk Lane Park Bowling Green; and

(e) Shek O Obstacle Golf Course.

APPLICATION AND PROCESSING PROCEDURES

1. Starting from the 2026/27 school year, schools must register as SmartPLAY organisation users and submit booking applications through the system (except bookings for Shek O Obstacle Golf Course).

2. Schools wishing to apply for free use of venues must submit applications via the SmartPLAY system **on or before 1 June 2026**. Schools shall provide in their applications the date(s) of use, time slot(s), and the required venue(s) and facilities. For applications to use Shek O Obstacle Golf Course, schools shall complete the application form at **Annex** and submit it by post or fax to the Southern District Leisure Services Office of the LCSD for processing.

3. **Applications received after 1 June 2026** will also be accepted if there are still sessions available. These applications will be handled on a first-come, first-served basis only after **those received on or before 1 June 2026** have been processed. Applications for free use of venues (including **those received after 1 June 2026**) will be confirmed in a single batch to allow schools sufficient time to prepare their activities.

4. The number of courts/rinks to be reserved by schools for free use is subject to the actual booking situation at each venue.

5. District Leisure Services Offices or persons in charge of the venues may arrange meetings with the applying schools to discuss the allocation of session(s). If more than one school, or too many schools, apply for the same session(s), the system will assign a priority order to each application by ballot. If the conflicts in time slots cannot be resolved through negotiation, venue staff will process the applications according to the assigned priority order.

Conditions of Use

6. Schools shall comply with the latest "Conditions of Use of Recreation and Sports Facilities" (http://www.lcsd.gov.hk/en/condition/index.html) issued by the LCSD and 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.

Information of Venues

7. For contact details of venues, please refer to the LCSD website (http://www.lcsd.gov.hk/en/facilities/facilitieslist/landsports.html).

Annex

Leisure and Cultural Services Department
Free Use Scheme For Schools
Application Form for Booking Shek O Obstacle Golf Course

(This form must be returned to the Southern District Leisure Services Office by mail or facsimile on or before 1 June 2026.)

1. School (English): _____

   (Chinese): _____

2. Address: _____

3. Tel. No.: _____ Fax No.: _____

4. Applicant: *Mr/Miss/Ms/Mrs _____ *Mr/Miss/Ms/Mrs_____

5. Purpose of use
   (please specify the programme to be held): _____

6. Estimated number of participants: _____

7. Time of use: please fill in the desired dates and sessions in the appropriate boxes.

Date and Session e.g.: from 14/9 to 11/12/2026 from 22/2 to 19/3/2027 from 2:00 to 5:00pm	Monday	Tuesday	Wednesday	Thursday	Friday
Date: Session: (Except)					
Date: Session: (Except)					
Date: Session: (Except)					

8. Names of persons-in-charge of the programme (as shown on the Hong Kong Identity Card):
   (Please provide the names of 3 persons-in-charge, one of whom must be present to check in for the desired session at the venue. If the applicant is one of the persons-in-charge, his/her personal data must be provided as well.):

   Person-in-charge (A)

   * Mr/Miss/Ms/Mrs _____ Position Held: _____

   Hong Kong Identity Card No.
   (First 4 digits): _____ Tel. No.: _____

Person-in-charge (B)

* Mr/Miss/Ms/Mrs _____ Position Held: _____

Hong Kong Identity Card No.
(First 4 digits): _____ Tel. No.: _____

Person-in-charge (C)

* Mr/Miss/Ms/Mrs _____ Position Held: _____

Hong Kong Identity Card No.
(First 4 digits): _____ Tel. No.: _____

I have read and undertake to abide by the Leisure and Cultural Services Department (LCSD)'s latest Conditions of Use of Recreation and Sports Facilities (website: http://www.lcsd.gov.hk/condition/en/index.html) and the conditions of use stated under the Free Use Scheme for Schools. I shall indemnify the LCSD against any actions, claims and demands by any person who suffers or sustains any property loss or damage, injury or death as a result of the use of the facility by me or any authorised person during the hire of the facility due to negligence on my part or the part of such authorised person.

I, on behalf of_____ (name of school)(hereinafter referred to as "the School"), declare that the session and facility booked by the School will only used for physical education lessons or extracurricular activities conducted by the School for the students. I also undertake that if for any reason the booked session and facility cannot be used, the School will notify the relevant venue office of the cancellation of the booking at least 20 days prior to the date of use, and will not transfer the user permit by any means.

Signature of Principal: _____

Name of Principal: _____

_____ Date: _____

(School Chop)

* Please delete as appropriate

Note

The personal data provided by the applicant will only be used for processing the application for the use of LCSD recreation and sports facilities. Only personnel authorised by the LCSD will have access to such data for the aforesaid purpose. For correction of or access to personal data provided, the applicant can contact the venue which has accepted the application or the relevant District Leisure Services Office (https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=). If the applicant fails to provide the required personal data, the LCSD will not be able to process the application.

If the application is submitted by post, please ensure that sufficient postage is affixed to the mail before posting. The LCSD will not accept any underpaid mail item and such item 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).

The applicant must provide all the information and duly sign the declaration. If the information provided is incomplete, the application will not be processed.