

Cheung Chuk Shan College
Terms and Conditions for Booking Venues for External Users
(Except Application by Alumni for Non-commercial / Non-profit Purpose)

A. External Users Eligible for Making Applications

1. Organizers planning to hold a non-commercial / non-profit activity
e.g. Government departments or public organizations, charitable or non-profit organizations, organizations holding inter-school activities, educational institutions and organizations affiliated to the School
2. Organizers whose nature of business and proposed activity plans deemed appropriate by the School
3. School personnel intending to organize education-related activity for business purpose

B. For avoidance of doubt, the booking is a licence to use the prescribed venue and in no circumstances be regarded as a lease or tenancy.

C. Opening Hours of Campus Venues

The venues can generally be booked within the following periods (the time for booking may be negotiable under special circumstances) on condition that the use will not impede the operation and normal activities of the School:

1. School days: from 9:00 a.m. to 5:30 p.m.
2. School holidays or Saturdays: from 9:30 a.m. to 4:30 p.m.

D. Procedures to follow

1. Applications should be made at least 2 weeks in advance and will be processed on first-come-first-served basis (Please refer to the appendix for the charges). The booking form should be submitted to the School in person, by fax (Fax no.: 2512 0429) or by mail / email (public@live.ccsc.edu.hk). An application referred to by a teacher will have priority and the name of the teacher should be provided in the application form to facilitate the process of the application.
2. The School will give a formal reply within 1 week upon receiving an application. The applicant will be informed of the fee to be paid if the application is accepted.
3. The fee should be paid by cash (during the opening hours of the School Office) or by cheque (drawn in favour of “The Incorporated Management Committee of Cheung Chuk Shan College”. Post-dated cheques will not be accepted) at least 3 days before the activity is held. Failure to settle the payment as required will render the

reservation automatically cancelled. A formal receipt will be issued to the organizer on the date of the activity.

4. The staff of the organizer should notify the School Office upon arrival and departure if their use is within the opening hours of the School Office.

E. Rights of the School

1. The School has full discretion to determine whether an application will be accepted.
2. The School may request the organizer to submit documents to prove the nature of its business.
3. The school personnel can enter the venue(s) to check if the organizer maintain the nature and content of the activity as stated in the application form or complies with the terms and conditions for use. If any violation is noticed and cannot be rectified, the School may stop the activity. The organizer shall not be entitled to refund or compensation for loss arising from the termination of the activity.
4. In case where any act or activity is considered inappropriate by the School or in violation of the laws of Hong Kong, the School has the authority to expel the staff member(s) of the organizer or participant(s) involved from its premises or seek help from law enforcement agents.

F. Cancellation of Booking or Activity

1. Refund will be made only if the organizer cancel the booking at least 3 days before the commencement date of the event.
2. The School can cancel a confirmed booking if:
 - a. the Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal is in force or either of the above is expected to be issued within 4 hours before the commencement of the booking;
 - b. if it is found that the venue(s) is used for purpose other than that stated in the approved application; or
 - c. there are other special circumstances that warrant cancellation.

The organizer is only entitled to have full refund but has no right to claim any loss arising from the cancellation.

3. If the failure to hold the activity as scheduled is attributed to the negligence of the organizer, the fee paid will be forfeited and the organizer can only hold the activity on another date by making a new payment.
4. If an activity is suspended due to circumstances that the safety of its staff members or participants is a concern, the organizer can request to reschedule it for another date with all other details unchanged and free of charge.

G. Responsibilities of the Organizer

1. Nature of the activity

The organizer has to ensure that the activity carried out at the venue(s) is neither illegal or dangerous. It must also align with the interests or policies of the School.

2. Reschedule of booking

- a. A confirmed booking cannot be rescheduled to another date or time unless otherwise approved by the School.
- b. Except with prior permission of the School, the assignment of rights to use the whole or part of a venue to a third party is forbidden.

3. Preparation and clean-up work

- a. Since public performances in school halls is subject to the licensing regulations, the organizer should seek prior approval from relevant government. The organizer should also seek advice from the Commissioner of Inland Revenue whether or not entertainment tax is chargeable in respect of any concert or performance for which an admission fee is proposed.
- b. Prior approval for delivering materials, objects and equipment to the School is required. In no circumstance the organizer is permitted to send inflammable or dangerous items to the School.
- c. The organizer should have prior consent of the School for any decoration of the venue(s) concerned. Also, the organizer is prohibited from making any alterations to the school facilities.
- d. The furniture items should be restored to their original positions after use. The organizer should also tidy up the venue(s) and properly dispose of all garbage and unused materials.

4. Conduct of activity

- a. The activity organized should not cause disturbance to members of the School, other school activities or residents in the neighbourhood.
- b. The organizer should ensure the participants to restrict their activities to the venue licensed to use.
- c. The organizer must ensure the number of participants in the activity does not exceed the maximum capacity of the venue(s) concerned.

5. Behavioural codes of staff members of the organizer and participants

- a. No smoking or consumption of alcoholic beverages or gambling in the venue.

- c. With the exception of guide dogs, no dogs or other pets are allowed to enter the the school premises without the School’s approval.
 - d. To prevent the spread of communicable diseases and to maintain public health, participants have to undergo temperature check or health check before entering the school, and entry may be prohibited if such person refuses to undergo the above-mentioned check.
 - e. No act or activity should breach the laws of Hong Kong.
 - f. The organizer should ensure participants are properly attired, remind them the importance of minding personal safety and refrain from doing dangerous acts.
 - g. The organizer should ensure participants follow the instructions given by the school personnel for personal safety, protection of school properties and enforcement of school policies.
6. Protection of property and lives
- a. The organizer should take out adequate insurance policy for activities against any loss or damage to property and any injury or death to persons while in preparation and in the course of the activities. For avoidance of doubt, the organizer has exclusive possession of the venue and sole control of the activities during the booked time slot and therefore it is the organizer to held liable to occupier liability and/or personal injury arisen from the venue or the activities therein, if any, in the booked timeslot.
 - b. In case
 - i. the Commissioner for Television and Entertainment Licensing;
 - ii. the Commissioner of Police; or
 - iii. any other relevant authorities
requires presence of security and/or first aid personnel and/or emergency services in the course of activities, it shall be the organizer’s sole responsibility to ensure compliance at its own expense.
7. Publicity of activity
- Unless with the approval of the School, the promotion materials of the activity should not bear the name / logo / photographs of the School or otherwise implies any linkage to the School.
8. Additional payment

- a. The organizer has to pay forthwith after the activity the total cost incurred if it overruns for more than 15 minutes.
 - b. The organizer should pay to the School on demand the cost of reinstating, cleaning or replacing any part of any property or facility of the School, which has been damaged, destroyed, removed or made dirty during the period of use.
9. Accuracy of information supplied
- The organizer should ensure the information provided to the School for applying for using a venue is complete and accurate.

H. Inquiries about Applications

Any queries can be directed to Administrative Officer I Mr. Hung at 25706665.

Cheung Chuk Shan College
Application Form for Booking Venues
 (Updated on 25 Sept 2023)

<u>For office use only</u>
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
Rental fee: \$ _____
Date: _____

<i>I. Information of the Applicant</i>			
Name of Company / Organization _____			
Name of Contact Person _____		Post _____	
Contact Phone no. _____	_____	Email Address _____	
Correspondence Address _____			
<i>II. Details of the Booking (Please tick where applicable)</i>			
Date (dd/mm/yyyy) _____	_____	Time (including set up and clearing time) From _____ to _____	
Title and purpose of activity _____	_____		Estimated no. of participants _____
Person-in-charge during activity & contact phone _____	_____		
Venue _____	<input type="checkbox"/> Hall <input type="checkbox"/> Wireless microphones x _____ (maximum: 4) <input type="checkbox"/> Notebook computer <input type="checkbox"/> LED Display Wall <input type="checkbox"/> TV sets x _____ (2 or 4) <input type="checkbox"/> Tables (size: 30" x 70", maximum: 5) x _____ <input type="checkbox"/> Chairs x _____ (maximum: 200) <input type="checkbox"/> Desks x _____ (maximum: 30) <input type="checkbox"/> _____ classroom(s) <input type="checkbox"/> Desktop computer <input type="checkbox"/> TV set <input type="checkbox"/> Touch panel <input type="checkbox"/> Others (please specify): _____		
Fees for participants _____	Does the function involve fees chargeable to the participants? <input type="checkbox"/> Yes (\$_____ per person / \$_____ for each _____) <input type="checkbox"/> No		
Referred by _____ (Please supply the name of the teacher or staff, if any)			
Remarks _____			
<i>III. Declaration / Undertaking</i>			
I confirm the above information is true and agree to abide by <i>Terms and Conditions for Hiring Venues for External Users (Except Application by Alumni for Non-commercial / Non-profit Purpose)</i> .			
Date _____ Applicant's Signature & Company/Organization Chop _____			

Completed form should be emailed to public@live.ccsc.edu.hk, faxed to 2512 0429 or sent to "11 Cloud View Road, North Point, HK" at least 2 weeks before the booking date.

Personal information collected by this form will only be used for processing the application concerned.

----- **For Office Use only** -----

I have checked the company / organization / person making the application
(_____) and to the best of my knowledge, it / he
/ she has / have not engaged or is / are not engaging in acts or activities endangering national security /
likely to endanger national security.

Signature of teacher / staff member responsible: _____

(_____)

Date: _____

Updated on 25 Sept 2023

**Cheung Chuk Shan College
Charges for Booking Venues**

Description	Hall Rate (Without air-conditioning) \$	Lighting Panel Rate (Per 4-hour) \$	Grand Piano Rate (Per day) \$	Air-conditioning Rate (Per hour) \$
1. School Hall				
Standard rate	2,290 (Per 4-hour)	910	44	335 (Per hour or part thereof; minimum 2 hours)
Reduced rate				
(a) Government departments	Free	Free	Free	N.A.
(b) For non-profit-making charitable organizations and religious bodies and non-profit-making uniformed organizations (for non-educational activities)	1,140 (Per 4-hour)	N.A.	N.A.	170 (Per hour or part thereof; minimum 2 hours)
(c) For non-profit-making charitable organizations and religious bodies (for educational, social and cultural activities)	310 (Per hour or part thereof; minimum 2 hours)	N.A.	N.A.	170 (Per hour or part thereof; minimum 2 hours)
(d) For activities organized by Hong Kong Schools Sports Federation (other than inter-school competitions) and sports programmes run by eligible sports organizations under the Opening up School Facilities for Promotion of Sports Development Scheme	310 (Per hour or part thereof; minimum 2 hours)	N.A.	N.A.	170 (Per hour or part thereof; minimum 2 hours)

Description	Rate \$	Remarks
<p>2. Classroom</p> <p>Standard rate</p> <p>Without air-conditioning Additional air-conditioning charge</p> <p>Reduced rate : For non-profit-making charitable organizations and religious bodies, non-profit-making uniformed organizations and eligible sports organizations under the Opening up School Facilities for Promotion of Sports Development Scheme</p> <p>Without air-conditioning Additional air-conditioning charge</p>	<p>200 31</p> <p>99 15</p>	<p>Per hour or part thereof; minimum 2 hours - ditto -</p> <p>- ditto - - ditto -</p>
<p>3. Covered playground, basketball court, gymnasium and sports fields</p> <p>Standard rate</p> <p>Day time : Without lighting Electricity charge (optional)</p> <p>Night time</p> <p>Reduced rate : For non-profit-making charitable organizations and religious bodies, non-profit-making uniformed organizations and eligible sports organizations under the Opening up School Facilities for Promotion of Sports Development Scheme</p> <p>Day time : Without lighting Electricity charge (optional)</p> <p>Night time</p>	<p>805 7 845</p> <p>415 3.5 425</p>	<p>Per 2-hour session, with a grace period of 30 minutes - ditto - - ditto -</p> <p>Per 2-hour session, with a grace period of 30 minutes - ditto - - ditto -</p>

Description	Rate \$	Remarks
4. PE equipment in gymnasium	80	Per 2-hour session
5. Laboratories/special rooms Without air-conditioning Additional air-conditioning charge	255 39	Per hour or part thereof; minimum 2 hours - ditto -
<p>6. Charges for hire of school premises by Hong Kong Examinations and Assessment Authority</p> <p>Free : Applicable to examinations specified in the Schedule of the Hong Kong Examinations and Assessment Authority Ordinance and London Chamber of Commercial and Industry Examination (Text Production, Audio Transcription and PC skills subjects only)</p> <p>All types of accommodation (except air-conditioning charges)</p> <p>Special rates : Applicable to overseas/external examinations</p> <p>School Hall - Day time (without air-conditioning) Additional hourly charge Additional air-conditioning charge</p> <p>School Hall - Evening time (without air-conditioning) Additional hourly charge Additional air-conditioning charge</p> <p>Classroom - Without air-conditioning Additional air-conditioning charge</p> <p>Laboratory - Without air-conditioning Additional air-conditioning charge</p>	<p>Free</p> <p>1,140 285 170</p> <p>615 310 170</p> <p>99 15</p> <p>125 20</p>	<p>(For air-conditioning charges, please refer to the appropriate rates as specified below)</p> <p>Per 4-hour session with a grace period of 30 minutes Per additional hour or part thereof Per hour or part thereof</p> <p>Per 2-hour session with a grace period of 30 minutes Per additional hour or part thereof Per hour or part thereof</p> <p>Per hour or part thereof, minimum 2 hours - ditto -</p> <p>- ditto - - ditto -</p>

Description	Rate \$	Remarks
7. Electricity Charges for School Premises used as Polling/Counting Stations in Elections	120	Per day
8. Charges for hire of school premises by Vocational Training Council Special rates : For running classes Classroom/Workshop - Without air-conditioning With air-conditioning	37 69	Per hour or part thereof - ditto -