# BOOKING OF SPORTS FACILITIES FOR ORGANIZED ACTIVITIES BY GROUPS

## FACILITIES REQUIRED (1):

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
</table>

## ORGANIZER (2):

<table>
<thead>
<tr>
<th>Person responsible for the booking:</th>
<th>User ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Society Mail Box No.:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student / Staff ID No.:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td>Contact Tel. No.:</td>
</tr>
</tbody>
</table>

## ACTIVITY TO BE ORGANIZED (3):

<table>
<thead>
<tr>
<th>No. of Participants:</th>
<th>Nature: Training / Competition/ Others:</th>
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### Notes to Applicants:

- All bookings must be made 1 month in advance.
- Bookings may be cancelled with or without advance notice or reason when the management finds it appropriate.
- Use of the sports facilities is subject to observance of the "Regulations Governing the Use of Sports Facilities".
- Please bring this form when using the facilities. Proof of identity may be required.
- Penalty will be levied on any irresponsible use of the venues and equipment, which may include a ban on booking as well as cancellation of any approved booking during the banned period.
- Booking cannot be transferred, sublet or used for other purposes.

### Remarks:

1. Please state court number as appropriate*, turn over for details.
2. Information of the organizer and the event / program may be released to other University departments for administrative or publicity purposes.
3. To facilitate assessment of the application, the following information must be submitted together with this application:
   
   **For competition:**
   - Format, fixture & schedule of tournament
   - No. of participating teams
   - No. of matches
   - Layout of venue
   - Special arrangement requested

   **For activity:**
   - Programme & event in DETAIL
   - Layout of venue

   **For class/structural workshop/Group Coaching:**
   - Copy of instructor certificate from related National Sports Association in Hong Kong. With reference to LCSD, we accept certificate from PFAHK or HKCBFA only for Fitness; certificate from HKASA, STAHK, or HKSCA for Swimming.
   - Certification of qualified P.E. teacher in Hong Kong

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**(For Office Use Only)**

To: Applicant

This is to confirm that this application is

( ) approved

( ) unsuccessful because:

- the facilities have been booked for the period you request.
- the date & time requested are not clearly specified.
- the use of facilities is not clearly specified.
- the facilities are closed for maintenance programme.
- the fixture of the Tournament is not attached.

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Distribution: Original ➔ Applicant

Authorized Signature

Date
Useful Notes

* Facilities:  S. H. Ho Sports Hall
  — Basketball Court
  — Volleyball Court
  — Handball Court (Whole / Half)
  — Badminton Court (Court No. 1 to 6)
Room LG1027
Room LG1031
Room LG3002
LG1 Lobby
Table-Tennis (Table No. 1 to 6)
Squash Court (Court No. 3 to 5)
Climbing Wall
Multi-Purpose Room (LG4)
Artificial-turf Soccer Pitch
Athletic Track
Tennis Court (Court No. 1, 2, 3, 4, 5, 6, 7, 8)
Outdoor Basketball Court
Mini-Soccer Pitch
Lawn Area
Golf Practice Cage

** Application of non-SU group would need endorsement by a Sponsor Department, application of SU-group would need endorsement of the Club Advisor.