To ensure that users can enjoy using the facilities in a safe and convenient environment, rules and regulations are required. **A full set of the rules and regulations are displayed in appropriate locations. Users may wish to take note of the following before using the facilities:**

1. **Opening Hours**

   1.1 The daily opening hours of most facilities are 7:00 am to 10:00 pm. Please refer to the timetable for exact hours.

   1.2 Facilities will be closed on the following Public Holidays: Chinese New Year Holidays (3 days), Dragon Boat Festival, the day following Mid-Autumn Festival and Christmas; and also be closed at 6:00 pm on the following days: Mid-Autumn Festival, Winter Solstice and Chinese New Year Eve.

   1.3 The Student Affairs Office has discretion to close any part of the sports facilities if, in their opinion, the facilities are not fit for use or for any other reasons.

   1.4 All sports facilities will be closed when typhoon signal No. 8 or above is hoisted. Users must leave the changing room within 15 minutes after being notified by staff of the Student Affairs Office.

2. **Eligible Users**

   2.1 Entry to the sports facilities is restricted to the following groups on production of a valid University I. D. Card:

<table>
<thead>
<tr>
<th>Eligible Users</th>
<th>Access Identifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time and Part-time Students</td>
<td>Student Card</td>
</tr>
<tr>
<td>Full-time Staff</td>
<td>Staff Card</td>
</tr>
<tr>
<td>Family members of full-time staff</td>
<td>Family Card</td>
</tr>
<tr>
<td>Other approved users</td>
<td>Sports Facilities User Card</td>
</tr>
</tbody>
</table>

   Privileges for use of the facilities are normally granted to persons who are officially associated with the university. Application forms are obtainable from the Student Affairs Office, Sports Development or download from Student Affairs Office web site: [http://sao.ust.hk/upload/facilities/FAC_Sports.pdf](http://sao.ust.hk/upload/facilities/FAC_Sports.pdf). A User Identification Card will be issued to those granted user privilege.
2.2 Children under 12 must be accompanied by an eligible adult user preferably either of their parents when using the sports facilities.

2.3 Any person between the ages of 12-17 should be accompanied by an eligible adult user who is 18 or above when using the sports facilities.

3. Guests and Visitors

3.1 To facilitate eligible users to play with their regular partners who are not otherwise eligible users, full-time students, staff members and eligible family members and alumni members may bring along guests under the following conditions:

(a) Guests must be accompanied by the eligible user concerned at the time of admitting into and when using the sports facilities;
(b) Guests under 12 must be accompanied by an adult user preferably either of their parents when using the sports facilities.
(c) Guest of age 17 or under must be accompanied by an adult user;
(d) Payment for a guest ticket charge of HK$20.00 per guest per visit;
(e) Except alumni, a maximum of 4 paying guests may be brought in at one time.
(f) Alumni members may bring in a maximum of 2 paying guests at one time in some sports facilities with limitations.
(g) The ticket is not valid for use of the Gym Room in Hall XI and Weight Training Room inside Fitness Center by the guest;


3.2 Guests tickets are available for sale at the various Sports Counters. Tickets sold are not refundable.

3.3 Guests tickets should be presented for validation at the time of admission into the facilities.

3.4 Guests and visitors who are not using the sports facilities are welcome to stay in the public spectator areas, i.e. the balcony of the S. H. Ho Sports Hall and the spectator stand in the Athletic Field and Squash Courts.

4. Booking Procedure

4.1 For Individual Recreation

Seven Days Advance Booking

— Normal bookings can be done online at the following URL seven days in advance: Facilities Booking System (https://w6.ab.ust.hk/fbs_user/html/main.htm).
On-the-day Booking

- Normal bookings can be done through the online Facilities Booking System.
- No staff/student court allocation limitation. Vacancies are open to all users.

4.2 For Organized Competitions

- Obtain an application form from the Sports Development Counter at Room 1013 via lift 3.
- Complete the form and return it together with a fixture and a list of equipment needed for your competition, at least one month in advance.

4.3 Others

- Facilities not taken up 10 minutes after scheduled time will be allocated to other users on first-come-first served basis.
- The Sports Development Counter will be pleased to help you with any other requests relating to bookings or use of the facilities.

5. Changing Room and Locker Facilities

5.1 Changing room facilities are available to users of the sports facilities.

5.2 Users are advised not to leave valuables and personal belongings unattended in the changing room.

5.3 Users are required to assist in maintaining the changing room facilities in the state of cleanliness and tidiness.

5.4 Lockers inside all changing rooms are coin-operated type (currently operate with HK$5 coin).

5.5 Users must not leave their belongings inside the lockers overnight. Staff of the Student Affairs Office has the authority to clear all lockers daily after closing times. All items found therein will be kept by ASC for 7 days and disposed of thereafter.

5.6 The University will accept no responsibility for loss or damage of personal properties inside the lockers/changing room facilities.

6. Lost and Found

6.1 Users are advised not to bring valuables to the sports facilities. The University will accept no responsibilities for loss or damage of personal properties.

6.2 All found unclaimed items should be taken to the LG1 Sports Hall Counter or any duty attendant immediately for safekeeping.
6.3 All found unclaimed items and items found inside lockers after closing hours will be sent to the Security Office of the University for disposal in the next working day.

7. Equipment and Damage

7.1 Certain sports equipment may be checked out to users on production of their University I.D. cards and booking permit to staff stationed at various locations. For loan of sports equipment, users are also required to sign on the Equipment Loan Book.

7.2 Equipment checked out must be returned immediately after use of the sports facilities. The person who has signed for the equipment will be held responsible for return of the equipment in good condition. Lost or damaged equipment will be charged for replacement or repair on a cost basis.

7.3 Users will be held responsible for wilful damage to all properties in the sports facilities (including lockers, windows, flooring, furniture, fixture and fitting, etc.). For reasons of safety, any damage found or any attempt of damage identified should be reported to the Amenities Service Counter or the duty sports attendants immediately.

8. Injuries and Accidents

8.1 First aid equipment is kept in various locations such as the Amenities Service Counter, etc. All injuries/accidents should be reported to the Amenities Service Counter or the duty sports attendant immediately.

8.2 Users of sports facilities participate in activities at their own risk and the University will accept no responsibility or liability arising from use of the sports facilities.

9. Discipline

9.1 In the case of misconduct, or of any action inconsistent with the regulations governing the use of the sports facilities, or where the premises are being misused, staff of the Student Affairs Office should have the authority to have the offender removed from the premises, and/or to refer the offender to the appropriate authority for disciplinary action as appropriate.

9.2 Dressing

Users should be dressed in appropriate sports wear. Footwear for all indoor sports facilities must be NON-MARKING rubber-soled sports shoes. Bare foot is not allowed except sand pit and swimming pool.

9.3 Food and Drink

No food and/or drinks except water is permitted within the sports facilities.
9.4 Smoking

Smoking will not be permitted in any part of the sports facilities.

9.5 Pets

No pets are allowed to be brought into the sports facilities.

9.6 Audio-Visual Equipment

The use of audio-visual equipment is permitted only under circumstances that it will not cause any danger or disturbance to other users of the sports facilities.

9.7 Noise

No person is allowed to use or operate any instrument that will produce unreasonable noise level anywhere inside the sports facilities.

9.8 Effective Use of Sports Facilities

"No-show" means users who make reservation but do not take up the venues subsequently. This is not only an abuse to the booking system but also unfair to other users. In order to cope with the situation, the Committee on Student Affairs agreed to encourage responsible use of facilities as the first step and that penalties for no-show should be introduced with effect from 14 Feb. 2011 with details as follow:

a. For INDIVIDUAL USERS
   - suspension of booking right for two weeks for every no-show
   - booking right at the FBS will be blocked starting from the second working day after the no-show

b. For TEAMS/CLUBS
   - cancellation of practice sessions in the following two weeks upon two no-shows
   - booking chart will be updated subsequently

c. For EVENT ORGANIZERS
   - cancellation of subsequent bookings for the same event
   - booking chart will be updated subsequently

Users may cancel their bookings anytime in advance by logging into the Facilities Booking System or cancel in person at the Sports Development Counter in Room 1013 via Lift 3.

Student Affairs Office
July 2018