

## Facilities booking arrangement to five categories of outside bodies

The five categories of outside bodies refer to schools, non-governmental organisations (NGOs), government departments, youth and uniformed groups and "national sports associations" (NSAs).

### Facilities Open to Outside Bodies

Facilities open to outside bodies		Time slots open to outside bodies			
		Weekdays (Mon. to Fri.)		Weekends and Public Holidays	
Facilities	No. of facilities	Opening time slots	Time slots for priority booking	Opening time slots	Time slots for priority booking
Badminton Court	6	8:00 am to 10:00 pm	1:00 pm to 6:00 pm	8:00 am to 10:00 pm	N.A.
Dance Studio	1	8:00 am to 10:00 pm	3:00 pm to 6:00pm	8:00 am to 10:00 pm	8:00 pm to 10:00 pm
Activity Room	1	8:00 am to 10:00 pm	6:00 pm to 10:00 pm	8:00 am to 10:00 pm	8:00 am to 2:00 pm
Fitness Room	1	Mon. to Sat.		Sun. and Public Holidays	
		1:30 pm to 9:30 pm	8:00 am to 12:00 nn	9:00 am to 1:00 pm	N.A.

Remarks:

- 1 badminton court can served as table-tennis court; 3 badminton courts can served as a basketball court/ a volleyball court
- 2 outside bodies should provide a certified fitness instructor to facilitate the booking of the fitness room
- 3 Time slots for priority booking of Fitness Room are designated for the use of outside bodies only

## Fees and Charges for the Use of Facilities by Outside Bodies

Facilities	Fees and charges for outside bodies (Full rate)*		Fees and charges for outside bodies (Concessionary rate)		Categories of outside bodies <sup>1</sup> eligible for concessionary rate
	Non-Peak Hour	Peak Hour	Non-Peak Hour	Peak Hour	
Badminton Court	\$30/hour	\$45/hour	\$16/hour	N.A.	Schools, NGOs, NSAs, youth and uniformed groups
Dance Studio	\$220/hour	\$220/hour	\$110/hour	N.A.	Schools, NGOs, NSAs, youth and uniformed groups NGOs, NSAs
Activity Room	\$200/hour	\$200/hour	N.A.	N.A.	Schools, NGOs, NSAs, youth and uniformed groups
Fitness Room	\$220/hour	\$220/hour	\$110/hour	N.A.	Schools, NGOs, NSAs, youth and uniformed groups

1. The five categories of outside bodies refer to schools, non-governmental organisations (NGOs), government departments, youth and uniformed groups and "national sports associations" (NSAs).

Remarks:

Non-peak Hour : 8:00am to 6:00pm (Mon - Fri)

Peak Hour : 6:00pm to 10:00pm (Mon - Fri) & 8:00am to 10:00pm (Weekends & Public Holidays)

## **Application Requirements for the Use of Facilities by Outside Bodies**

### **(1) Application form to be used**

A sample copy of application form is attached (Appendix A).

### **(2) Booking procedures for normal booking**

Applicants must submit the completed application forms by fax or in person to the Club at least 14 days before the date of use of the facilities. The applications will be processed on a first-come-first served basis.

### **(3) Booking procedures for "priority" booking**

Applicants must submit the completed application forms in person to the TPSA at least 2 months before the date of use of the facilities. The applications will be processed according to the priority of applicant. i.e. outside bodies shall have priority over the use of facilities. Priority booking will be done month by month. If more than one application for the same session from outside bodies are received, there will be a draw at the 10th of each month (if it falls on a weekend or public holiday, the draw will be arranged to the following working day). For example, applicants submit applications before 31 January (priority booking for April); a draw will be arranged on 10th February.

### **(4) Processing time**

For normal booking, applicants will be informed of their application results within 7 days upon receipt of the completed application forms. For priority booking, applicants will be informed of their application results within 3 working days after the draw of each month.

### **(5) Methods of payment**

Payment can be made by cheque or cash within 7 days after the confirmation of successful advanced booking.

### **(6) Terms and conditions of using the facilities (if applicable)**

Applicants shall observe the Rules and Regulations of TPSA which govern the use of facilities.

### **(7) Contact**

For enquiry, please contact our Ms Becky Chung / Mr. Dick Au

By fax: 2666 7910

By email: [tpsa@tpsa.org.hk](mailto:tpsa@tpsa.org.hk)

By phone: 2664 8661

## Facilities Open to Players or Representative Squads of "national sports association" (NSAs)

Facilities open to players or representative squads of NSAs		Time slots designated for players or representative squads of NSAs	
Facilities	No. of facilities	Weekdays (Mon. to Fri.)	Weekends and Public Holidays
Badminton Court	3	1:00 pm to 3:00pm	N.A.
Dance Studio	1	1:00 pm to 3:00pm	N.A.
Activity Room	1	N.A.	2:00 pm to 10:00 pm
Fitness Room	1	Mon. to Sat.	Sun. and Public Holidays
		N.A.	2:00 pm to 10:00 pm

Remarks:

- outside bodies should provide a certified fitness instructor to facilitate the booking of the fitness room

**Fees and Charges for the Use of Facilities by Players or Representative Squads of "national sports associations" (NSAs)**

Facilities	Fees and charges for players or representative squads of NSAs	
	Non-peak Hour	Peak Hour
Badminton Court	\$16/hour	\$45/hour
Dance Studio	\$110/hour	\$220/hour
Activity Room	200/hour	\$200/hour
Fitness Room	\$110/hour	\$220/hour

Remarks:

Non-peak Hour : 8:00am to 6:00pm (Mon - Fri)

Peak Hour : 6:00pm to 10:00pm (Mon - Fri) & 8:00am to 10:00pm (Weekends & Public Holidays)

Application Requirements for the Use of Facilities by Players or Representative Squads of "national sports associations" (NSAs) is the same as "Application Requirements for the Use of Facilities by Outside Bodies" listed in previous page.

## **Application Requirements for the Staging of International Events**

### **(1) Application form to be used**

A copy of application form is attached (Appendix A).

### **(2) Booking procedures**

Applicants must submit the completed application forms to the TPSA for approval. Applicants are allowed to make advance booking of facilities one year prior to the proposed event date.

### **(3) Processing time**

Applicants will be informed of their application results within 28 working days after submission of completed application form.

### **(4) Methods of payment**

Payment should be made by cheque or cash at least 3 months before the event date.

### **(5) Terms and conditions of using the facilities (if applicable)**

Applicants shall observe the Rules and Regulations of TPSA which govern the use of facilities.

### **(6) Contact**

For enquiry, please contact our Ms. Becky Chung / Mr. Dick Au

By fax: 2666 7910

By email: [tpsa@tpsa.org.hk](mailto:tpsa@tpsa.org.hk)

By phone: 2664 8661

### **(7) Fees and charges**

The successful applicant is required to pay the charges for the use of facilities. Please refer to the "Fee and Charges for the Use of Facilities by Outside Bodies" for details.



## Group Booking Application for Facilities

*\*Please insert a "✓" at appropriate box*

1. Title of Group : \_\_\_\_\_
2. Type of Group\*:  Corporate Member  TPSA Registered Group  Other (pls. provide address in 2a)
3. 2a : \_\_\_\_\_  
Group I/C's Name : \_\_\_\_\_ E-mail : \_\_\_\_\_
4. Group I/C's Tel No : (Office) \_\_\_\_\_ (Mobile) : \_\_\_\_\_
5. Facilities Request\* : (a) Badminton Court  (b) Basketball Court   
(c) Volley Ball Court  (d) Table-tennis Court   
(e) Dance Studio  (f) Activity/Conference Room   
(g) Fitness Room   
(h) Other (Please specify) \_\_\_\_\_
6. Purpose : \_\_\_\_\_
7. Number of Participants : \_\_\_\_\_
8. Date & Time Request : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Alternative Date & Time : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Number of Courts Request : \_\_\_\_\_
11. Type of Equipment Request : \_\_\_\_\_  
(TPSA provides basic equipment. Additional charges may be imposed if extra equipment is provided.)

### Declaration

We clearly understand the rules and regulations of the TPSA Li Fook Lam Sports Centre and we agree to follow.

12. Signature of Group I/C (with official chop) : \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

1. Facilities: \_\_\_\_\_
2. Date & Time of Booking: \_\_\_\_\_
3. Total Charge : \_\_\_\_\_
4. Signature of Official : \_\_\_\_\_ Date : \_\_\_\_\_
5. Remark : \_\_\_\_\_
6. Receipt No : \_\_\_\_\_ Due Date : \_\_\_\_\_ Signature of Staff : \_\_\_\_\_