

Conditions of use of the Tai Po Sports Association Li Fook Lam Indoor Sports Centre

(A) Booking regulations

1. The facilities of the Tai Po Sports Association Li Fook Lam Indoor Sports Centre are only available for hire by members of the Tai Po Sports Association or authorized organizations. Both members and non-members can use the facilities of the sports complex, but non-members must purchase guest coupons before using the facilities. Each guest coupon is HK\$10. Members who hire the venue must be responsible for the behavior and safety of the accompanying guest.
2. The booked facilities will only be used for the designated purposes, unless the management has given special approval.
3. It is prohibited to hire the facilities for the purpose of competitions, assembly or training classes.
4. Without the consent of the Association, individuals or companies are not allowed to rent the venue of the Tai Po Sports Association Li Fook Lam Indoor Sports Centre for commercial activities.
5. The hirer shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The hirer shall not expressly or by implication make reference to the Tai Po Sports Association in any of the publicity materials without prior written permission of the Association. The hirer shall indemnify and keep indemnified the Tai Po Sports Association and its staff against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.
6. On the basis of the nature of use/activity, the management may stipulate a maximum user capacity of the booked facility on the ground of public safety and management consideration.
7. The Association reserves the right to reject/cancel the booking without giving prior notice to the applicant/hirer; to restrict the number of users and/or spectators entering the venue, or to refuse any person entering the venue on health grounds or for any other reasons, and/or impose further conditions for use of the facilities.

(B) Regulations for using the Sports Centre

Members or groups using the gymnasium must abide by the following rules:

1. Before using the venue, the member must present a valid membership card, venue coupons and guest coupons, etc. The venue coupons and guest coupons are not transferable.
2. Non-members must purchase guest coupons before using the equipment. The guest coupons can only be used on the spot. Guests must use the changing room with fellow members.
3. The hirer must be present during the use of the booked session and he/she must book into the court personally. The fellow players cannot book into the court on his/her behalf.
4. All users must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary and observe all safety rules and conditions for use of the sport/activity.
5. Eating or drinking is not allowed in the gymnasium or the activity rooms.
6. Please keep the gymnasium clean; spitting is strictly prohibited.
7. Smoking is strictly prohibited in the sports centre.
8. Don't use dirty language. No chasing allowed.
9. No livestock or pets are allowed in the sports centre.
10. No equipment, appliances or switches shall be removed or switched on or off without permission.
11. Do not use the power supply of this sports centre to recharge appliances.
12. No one shall commit any acts in violation of Hong Kong laws in the sports centre.
13. No political activities are allowed within the centre.

14. All hirers/users must comply with the regulations and rules of the sports centre. In case of violation of venue regulations, rules, or misconduct, the staff of the sports centre may refuse any person use of the facilities and may evict any person from the sports centre. In this case, the booking will be cancelled automatically and the paid fees forfeited. Those who repeatedly violate the rules may have their memberships cancelled.
15. When the No. 8 tropical cyclone signal is issued by the Observatory or special social circumstances occurs, the sports centre will be closed temporarily.
16. If the administrator cancels the confirmed booking in accordance with the provisions of Article 15, the hirer can make up the time at the venue to the same value within 30 days (including the day of the original reservation).
19. Under normal circumstances, if the hirer changes the confirmed booking to a different time it will be deemed to be a cancellation and the fees paid will be forfeited.
20. Without the approval of the Association, filming/video recording is strictly prohibited in this venue.

(C) Booking rules

1. Fitness centre, Function room, Dance studio, Dance Hall and Meeting room:
 - a. The above venues are for hire by registered organizations only.
 - b. To hire the fitness centre for exclusively use, a qualified fitness instructor must be on site.
 - c. Children under 15 years old are not allowed to enter the fitness centre.
2. The Gymnasium (including badminton court, basketball court and volleyball court):
 - a. To book the above venues, members should present their valid membership cards at the enquiry counter to reserve the venue. Members are not allowed to pick their own choice of the venues. The venues are allocated by the staff only.
 - b. Please do not arrive at the venue more than 15 minutes before the booked session. If the hirer doesn't turn up for the venue 15 minutes after the booked session, it will be considered as a waiver. (Fellow players cannot book into the venue for the hirer if the hirer is not present.) The Association has the right to make other substitutes for other members and the fees paid will not be refunded. All users must leave the venue on time when the booked session is over. All hired/borrowed equipment should be returned at the same time.
 - c. Booking times
Monday to Saturday: 7:45 am to 9:00 pm
Sunday and public holidays: 7:45 am to 8:00 pm
The booking time for Mid-Autumn Festival, Winter Solstice and Christmas Eve is 7:45 am to 8:00 pm
3. Authorization card:

If a member (A) fails to book the venue in person, he can apply for an authorization card and nominate a member (B) to book the venue on his behalf. Member (A) must be present when using the venue. Member (A) and authorized member (B) must both be valid members. When Member (B) makes reservations on behalf of member (A), he/she must show both a valid authorization card and valid membership card (B). The fee for the authorization card is HK\$ 100. The authorization card has the same validity period as member (A). Each member cannot authorize more than one person.
4. Concessionary rates:

People aged 60 or above, people aged 17 or below and people with physical disabilities can enjoy concessionary rates during non-peak hours (non-peak hours: Monday to Friday from 08:00 to 18:00). The above-mentioned hirers and their companions must meet the above-mentioned requirements before they can enjoy the facilities with concessionary rates during the booked session. If any person is found not eligible for a concessionary rate, he/ she must pay the difference immediately, otherwise the staff has the right to request all users to leave the venue. The hirer/user who enjoys the concessionary rate must present a valid membership card, senior citizen card issued by the Social Welfare Department, ID card, etc.

for verification.

5. Triple three allocation system for badminton courts:

The badminton courts adopt a triple three allocation system:

Three badminton courts: for the Tai Po Sports Association

Three badminton courts: for company corporate members or five major groups

Three badminton courts: for individual members

* If there are no training classes or company members to hire the courts, all venues will be available for individual members to hire.

Tai Po Sports Association may have 10 peak hours extra each week.

Tai Po Sports Association reserves the right to allocate all the venues.

(D) Booking methods

1. Members must present their membership cards or authorization cards to book the venues in person.

2. Eight-day booking for Individual members:

Members can book the venue up to two consecutive hours and two different time slots within eight days; the venue fee must be paid immediately. Bookings are made on a first-come-first-served basis. Unoccupied venues are available for immediate walk in bookings without restrictions.

For example: Today is Monday, members can book the venue until next Monday.

3. Telephone bookings for individual members (Reservation number: 2664 8661)

Members can make telephone bookings five to seven days ahead. The booking will be cancelled if he/she fails to pay the fee within five days. If a member wants to cancel the booking, he/she must call the enquiry counter five days prior to the day of use. Payment for the rent must be made if he/she fails to ring up. The member's right to use telephone booking will be cancelled if he/she refuses to pay the outstanding fee.

4. Company corporate member/group bookings:

Company corporate members /groups can make bookings 2 months in advance.

For example: Applications for July bookings will be accepted from April 26 to May 25. The allocation of the venue will be determined by drawn lots if more than one application is received. The draw will be held at 3 pm on June 2. (If the drawing day falls on Saturday, Sunday or public holiday, the draw will be postponed to the first working day thereafter.) There will be a second draw for unsuccessful company corporate members. Members may apply for the left over venues within 7 days according to the order of the second draw. Successful members must pay the rent within one week after receiving the confirmation emails from the Association. If the fee is not paid on time, it will be considered as a waiver.

5. The following five types of organizations have priority bookings: schools registered under the "Education Regulations" (Chapter 279), non-governmental organizations (NGOs) subsidized by the Social Welfare Department, government departments, and subsidized by the Home Affairs Bureau uniforms and youth groups and the Hong Kong Sports Association recognized by the Hong Kong Sports Association and Olympic Committee of China and relevant international sports federations.

(E) Locker rentals

1. Lockers in the changing rooms are available for renting by members only. Please hand in the application form and wait for approval.

2. Type of lockers :

Locker size (inch) and monthly rent

A type 32(H) x 10.25(W) x 18.5(D) \$100/month

B type 21(H) x 10.25(W) x 18.5(D) \$75/month

C type 15.5(H) x 10.25(W) x 18.5(D) \$50/month

3. Rules for renting lockers :

- a. Length of renting : Lockers are available from 3 months up to one year rental. Both parties shall give one month's notice to terminate the lease.
- b. Deposit : One month's rent deposit will be applied. If the rent is in arrears, the deposit will be forfeited. (Please produce the deposit receipt to collect refund, no refund will be given if the renter fails to produce the deposit receipt.)
- c. Members are solely responsible for stolen or damaged items, the Association does not have any responsibility for any loss or damages.
- d. Do not make use of the lockers for any behaviors that violate the laws of Hong Kong. If in doubt, the Association has the right to inspect the suspicious locker by cutting the padlock without prior notice.
- e. It is strictly forbidden to store flammable objects, chemicals, explosives, alcoholic liquids, and perishable items (such as fruit or meat, etc.) in the lockers.
- f. Stickers and hanging decorations are strictly prohibited inside and outside the lockers. If there is any damage, the member shall be responsible for compensation.
- g. Lockers are not transferable. In case of violation, the Association will terminate the lease without prior notice.
- h. In case of rent arrears, the Association will empty the locker by cutting the padlock without prior notice. The Association will not be responsible for any loss of property or damage to the padlock.
- i. The Association has the right to open and inspect the lockers when accompanied by members, and the inspection will not involve any compensation.
- j. Members who rent lockers must bring their own padlocks.
- k. Each member can rent only one locker. The allocation of the lockers will be assigned by the staff only.
- l. If all lockers are already rented out, the application will be placed on the waiting list.
- m. The Association reserves the right to reject or cancel any member's application for the locker rental.

(F) Disclaimer

1. All injuries to participants or any other parties, as well as damage to the facilities, must be reported to the management immediately.
2. All users must ensure that they are healthy and suitable for the activities. The Association will not be responsible for any injuries or deaths caused by users' own health.
3. If the user causes any casualties, loss or property damage to any person due to his/her own negligence when using the facilities, and the relevant person lodges a lawsuit or claim with the Association, the hirer shall take full responsibility and make compensation to the Association to ensure that the Association and its staff are not held responsible.
4. During the use of the facility, if any facility, appliance, device or other property is deliberately damaged (except for normal wear and tear), stolen, or removed, the relevant user and the hirer shall be responsible for compensation.
5. For uses involving the erection of temporary structures, public admission and of a high risk nature, the hirer should take out suitable insurance coverage to protect the interests of both the hirer and the Association.

(G) The Association reserves the right to amend the above conditions without any prior notice.