

**APPLICATION FOR USE OF
COUNCIL'S SPORTS FACILITIES
BY FULL-TIME STAFF/FULL-TIME STUDENTS**

[To be completed and returned to booking office
of the respective TC/TI/TCC concerned
by the applicant (Staff : 4 working days/
Students : 5 working days) prior
to the facilities are used]

Application for booking of sports facilities in : Name of TC/TI/TCC		Official Use Only Ref. :
Name of FULL-TIME Staff/Student :		Staff Rank/Student Course & Class :
Division/Section/College/Institute/Centre :	Office Telephone No. :	Pager/Mobile Phone No. :
Second Contact Person and Telephone No. : (in case of emergency)		

(a) **Booking**

Facilities required	No.of court(s) required	Date	Time/Session
Badminton Court			
Basketball Court			
Squash Court			
Tennis Court			

(b) **Hire Charges*** (w.e.f. 1 October 1998)

	<u>Rate/Hour</u> HK\$
(i) Badminton Court	35
(ii) Basketball Court	
- Indoor	112
- Outdoor - Day (8:00 a.m. - 6:00 p.m.)	58
- Night (6:00 p.m. - 9:00 p.m.)	112
(iii) Squash Court	28
(iv) Tennis Court	
- Day (8:00 a.m. - 6:00 p.m.)	28
- Night (6:00 p.m. - 9:00 p.m.)	44

* no air-conditioning will be provided

- (c) If the application is accepted, I hereby undertake personally, and/or on behalf of my guest(s) to meet, on demand by the Council, all fees and charges incurred in hiring the sports facilities, and of repairing or reinstating any damage caused to the facilities and of repairing or reinstating or replacing any equipment, apparatus, fitting, facilities or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the session in which the facilities are used by me/my guest(s).

I undertake to observe the General Regulations for the Use of Council's Sports Facilities and agree to indemnify the Council against all actions, claims and demands by any person who suffers or sustains any death, injury, loss or damage arising out of or as a result of the use of the sports facilities by me or my guest(s) due to the negligence on my part or on the part of my guest(s).

- (d) Parking facilities required (available for full-time staff only) : (yes/no) _____

Date : _____

Signature of Applicant : _____

Note : (a) The completed application form should be reached to the Student Affairs Unit or General Office of the Technical College/Technical Institute/Training Centre Complex 4/5 working days prior to the facilities is used by full time staff or in person by full time students/trainees with appropriate hire charges. Receipt will be issued as confirmation of booking.

- (b) No hire charges paid will be refunded. However the hirer will be allowed to make another booking of the same category and at the same rate of his original booking if the cancellation of his original booking is due to :-

- (i) operational needs of the Council or
- (ii) typhoon signal No. 8 is hoisted or
- (iii) thunderstorm warning is being in force or
- (iv) inclement weather condition as determined by the respective Principal/Technical College/Technical Institute and Centre Manager.

- (c) Hirers may be requested to clear the sports facilities 5 minutes before the end of the session.

全職僱員／全日制學生
租用體育設施申請表

[申請人(職員：租用時間四個工作天前／學生：租用時間五個工作天前)須將填妥的申請表交回有關科技學院／工業學院／訓練中心綜合大樓的場地預訂處。]

申請租用的體育設施地點： (科技學院／工業學院／訓練中心綜合大樓名稱)		(由場地預訂處填寫) 檔號：
全職僱員／ 全日制學生姓名：		僱員職級／學生 就讀課程及班別：
所屬科／組／科技學院／ 工業學院／訓練中心：	聯絡電話：	傳呼機／手提電話號碼：
第二聯絡人及電話： (緊急情況下)		

(a) 訂場細節

預訂設施	訂場數目	日期	時間／節數
羽毛球場			
籃球場			
壁球場			
網球場			

(b) 租借費用* (一九九八年十月一日起生效)

每小時場租

		HK\$
(i)	羽毛球場	35
(ii)	籃球場	
	- 室內	112
	- 室外	
	- 日間 (上午八時至下午六時)	58
	- 夜間 (下午六時至九時)	112
(iii)	壁球場	28
(iv)	網球場	
	- 日間 (上午八時至下午六時)	28
	- 夜間 (下午六時至九時)	44

* 無空氣調節

(c) 如申請獲得接納，本人願意按職業訓練局規定，支付／代表本人親友支付場租，以及因本人／本人親友使用體育設施，引致設施損壞而須修理的費用，或引致任何設備、儀器、器具、設施或其他物品損壞(正常損耗除外)、失竊、遭移走而須修理或更換的一切費用。

本人願意遵守使用職業訓練局體育設施的一般規例。如有任何人士因本人或本人親友使用體育設施疏忽失當，而蒙受財物損失或受傷、死亡、以致該等人士向職業訓練局提出訴訟或索償，本人願意承擔一切責任。

(d) 是否需要使用車位(只供全職僱員使用)：需要／不需要

日期：.

申請人簽署：_____

備註： (a) 申請人須於租用時間四／五個工作天前，將填妥的申請表及應繳場租交科技學院／工業學院的學生事務處或辦事處／訓練中心綜合大樓辦事處(全日制學生／受訓者須親身交回申請表)。申請人會獲發收據，以示作實。

(b) 場租一經繳付，概不發還。經作實的申請如因下列情況而被取消，訂場人士可獲准以所繳場租，再次預訂同類及場租相同的場地；

(i) 本局運作上的需要；

(ii) 八號颱風信號懸掛；

(iii) 雷暴警告生效；

(iv) 有關的科技學院／工業學院院長或訓練中心主任認為天氣惡劣，不宜進行體育活動。

(c) 租場人士或須於租用時間結束前五分鐘開始清理場地，準備離場。