

燒烤爐訂場規則

1. 燒烤區開放時段

星期一至五	18:00 至 22:00
星期六	第一節 14:00 至 18:00 第二節 18:00 至 22:00
星期日及公眾假期*	第一節 10:00 至 14:00 第二節 14:00 至 18:00 第三節 18:00 至 22:00

2. 使用守則

- 2.1 申請人必須為香港專業教育學院（青衣）之全日制學生或教職員。
- 2.2 燒烤爐只可用作燒烤用途。
- 2.3 申請人每日只可訂場一節及燒烤爐一個。
- 2.4 成功申請人如未能於訂場日使用場地，須預先到訂場處取消申請，退回場地會重新分配與其他後補申請人。申請取消預訂場地必須不遲於訂場日兩天前辦理。
- 2.5 成功申請人於預訂場地當日須親身帶同證件及訂場回條於保安部(C座地下)展示有關資料以確認燒烤爐使用權。
- 2.6 場地使用者必須於燒烤爐範圍內生火及燒烤。燒烤完畢後，必須自行將火種熄滅。
- 2.7 場地使用者須負責保持場地清潔整齊，使用場地後須自行清潔及處理垃圾。指定收集容器設置於燒烤場地旁。
- 2.8 如場地被發現遭損壞或欠缺妥善清理，學院有權保留事後追究權利。
- 2.9 如遇特別情況，學院有權取消已確認的預訂申請，申請人將會更改其他訂場時段。
- 2.10 如遇颱風、下雨或天氣不穩定，燒烤區將暫停開放，申請人將會更改其他訂場時段。

3. 申請辦法

- 3.1 申請人可在體育館訂場處索取及遞交申請表格。
- 3.2 所有申請可接受一個月前預訂，成功申請人將會取得訂場回條。
- 3.3 所有即日訂場需於當日下午二時前辦理。
(星期六、日及公眾假期需於星期五或假期前的工作天辦理。)

4. 使用人數

- 4.1 每個燒烤爐可同時容納約 6 至 8 位使用者。

若違反以上規則，學院有權取消有關的燒烤爐申請。



Guidelines for the Reservation of Barbeque Site

1. Opening Time for Barbeque Sites

Monday to Friday	18:00 - 22:00
Saturday	Session 1 14:00 - 18:00 Session 2 18:00 - 22:00
Sunday and Public Holidays*	Session 1 10:00 - 14:00 Session 2 14:00 - 18:00 Session 3 18:00 - 22:00

2. Usage Rules and Guidelines

- 2.1 Applicants must be full time students or staff of the Institute of Vocational Education (Tsing Yi).
- 2.2 Barbeque sites can only be used for the purposes of cooking food.
- 2.3 Applicants can only reserve one barbeque site in one session per day.
- 2.4 Successful applicants who wish to cancel their reservation must go to the Booking Counter at least two days before the date of booking. Cancelled slots will be reallocated to other users on a first-come-first-serve basis.
- 2.5 On the day of the booking, the applicant must be present to bring supporting documents and the application return slip to the Security Counter (UG, Block C) for confirmation of usage.
- 2.6 Fires and cooking can only take place around the barbeque site. After use, applicants are responsible for putting out the fires.
- 2.7 Users are responsible for keeping the venue clean. Please tidy up trash after use and leave barbeque tools and bags on the site.
- 2.8 If damages to the barbeque site are found, the school reserves the right to hold users liable.
- 2.9 During unforeseen or unexpected circumstances, the school reserves the right to cancel reservations. Applicants can change their timeslots.
- 2.10 During rain, typhoons, or other poor weather conditions, the barbeque site will not be in use. Applicants can change their timeslots.

3. How to Apply

- 3.1 The application form for the reservation of barbeque sites can be found and submitted to the Sports Counter.
- 3.2 All applications can be made one month in advance to the date of booking. Successful applications will be given an application return slip.
- 3.3 All same-day applications must be made before 2pm of the booking date (bookings for Saturday, Sunday and Public Holidays must be made on the prior Friday or working day before the holiday).

4. Number of Users

- 4.1 Each barbeque site can accommodate 6 - 8 persons at a time.

If violations are found to the above rules and regulations, the school reserves the right to cancel any reservations.