

## **Regulations for the use of sports facilities by staff and students**

### Eligible users

The sports facilities are available for use by the following persons on presenting their valid staff ID / student ID / sports facilities user cards:

1. Full time eligible HKCC and SPEED students.
2. Part-time students of PolyU-SPEED award.
3. Full-time staff of CPCE.
4. Spouse and dependents of the staff of point 3 above who have valid sports facilities user cards issued by Student Affairs Office of PolyU. Dependents under 12 must be accompanied by an eligible user who is 18 or above.
5. Full-time staff of PolyU who have to perform designated duties in either or both campuses, including staff from FO, etc.
6. Part-time staff and temporary staff of CPCE, including visiting lecturers, who have pre-registered with the College through their Unit Co-ordinators.
7. Guest users:
  - a. For each guest's use of sports facilities (excluding Fitness Centres), the host user shall purchase a non-refundable Guest Ticket<sup>^</sup> at the amount of \$20 at the CSAO's Service Counter (9:00 am to 5:30 pm, Monday to Friday) of the West Kowloon Campus with validity for every 1-hour session.
  - b. Security staff shall conduct random checking on the use of sports facilities. Any host user found entertaining a guest using the facilities without a guest ticket will be fined a penalty charge of \$50 for each guest entertained.
  - c. A student user can invite one paying guest at one time and a staff user can invite three paying guests at one time.
  - d. The host user must accompany the guest when using the sports facilities at the session reserved. A guest without the presence of the host will lead to nullification of the booking and the guest shall be required to leave the premises.
  - e. The host user shall not entertain guests for commercial purposes of any form and shall be held responsible for the conduct of the guests during their stay.
  - f. Both the host user and the guests should observe all regulations regarding the use of sports facilities. The College maintains the right to request any guest to leave the premises if his / her behaviour bring nuisance to other users or disrupt the orderly operation of the campus.
  - g. Non-compliance with the regulations by the host user shall lead to suspension of his / her right to use the sports facilities and to bring guests for use of sports facilities for a period of 14 days.

<sup>^</sup> *The guest tickets can only be used for the booking sessions on Saturday until further notice.*

### Individual bookings

1. Individual bookings can be made one week in advance through CPCE Facilities iBooking System at <https://mbs.cpce-polyu.edu.hk/ibooking>. Each individual can book only one session per day, except the Fitness Centres where users can book up to two consecutive sessions per day<sup>#</sup>.

2. Payment must be made through Octopus card system at the iPay Kiosks. A booking confirmation will be sent to the user's student / staff email account upon payment.
3. Payment is non-refundable unless the booking is cancelled due to adverse weather, or the College's decision due to unavoidable reasons stated in the section "Temporary closure" below. In these cases, users can retain the booking confirmation email and use it later to make a free booking of the same value.
4. Confirmed bookings cannot be transferred. If users anticipate that they will be unable to use the reserved facilities, they should cancel their bookings in advance so that the facilities can be released for booking by other users. Users are prohibited from transferring their confirmed bookings to others privately.
5. The users who made the booking must be present when using the reserved facilities. They must present the booking confirmation email to access to the sports facilities and keep it for the entire period of booking for random checking.
6. If a booked facility (except the Fitness Centre) remains unoccupied 10 minutes after the beginning of the booked session, it will be released to other users. If the user does not turn up at the Fitness Centre 15 minutes after the appointed time, the booked slot will become available for other users. The booking fee will not be refunded. Any users who wish to make use of such unoccupied facilities must make their bookings through the CPCE Facilities iBooking System with the normal booking fee. However, such bookings will not be restricted by the "one session per day" rule.

# *Booking restriction of the Fitness Centres currently relaxed for sessions after 6:30 p.m. until further notice, whereby users can book up to two extra sessions on the same day one week in advance.*

#### Booking charges and number of users permitted in sports venues

To ensure users' safety, the maximum number of concurrent players allowed for respective sports venues is set as follows:

Sports Venue	Charges for student & alumni (\$ / hr)**	Charges for staff (\$ / hr)**	Max. no. of players for competition & recreational activity	Max. no. of players for training session under supervision of certified coaches
Badminton court	10	20	4	6
Basketball / volleyball court	21	42	12	24
Performing Arts Rehearsal Room	10	20	13 (HHB Campus) 25 (WK Campus)	13 (HHB Campus) 25 (WK Campus)
Table Tennis court	5	10	4	4
Fitness Centre*	3 (per head per 30 mins)	6 (per head per 30 mins)	6 (HHB Campus) 12 (WK Campus)	8 (HHB Campus) 14 (WK Campus)

\* Only those who are 16 or above and have been trained to use the fitness equipment and able to provide fitness room training records endorsed by the CPCE Student Affairs Office can use the Fitness Centres.

\*\* Booking charges currently waived for students and staff until further notice.

### Injuries

- All injuries must be reported immediately to the security staff on duty or Health Centre for necessary action. First aid boxes are kept near the entrance of the Multi-Purpose Halls and Gymnasiums, Rehearsal Rooms and Fitness Centres.
- Users are responsible for their own safety during their stay in the sports facilities, and are reminded to take necessary precaution against injury. The College disclaims the responsibility or liability whatsoever due to negligence or misuse of the equipment by the users.

### Attire

- Users should put on sportswear. Footwear must be non-marking rubber-soled sports shoes. No metal stud-shoes are allowed.

### Changing room

- All lockers must be cleared when leaving the sports facilities. Users must not leave their belongings in the lockers after campus opening hours. Authorised personnel of the College have the right to clear all lockers daily after the closing time and to dispose properties found therein. The College will not be responsible for the safekeeping of any items found in the lockers, nor be liable for any loss or damage of personal belongings in the changing rooms out of the user's own negligence.
- Use of mobile phone or other digital equipment with photo-taking or video-filming taking functions is not allowed in changing rooms.

### Safety of personal belongings

- Users are reminded not to leave valuables in the sports facilities. The College is not responsible for any loss or damage of personal belongings being left unattended in changing rooms or at the sports facilities.
- Unclaimed property and / or users' belongings left behind in any sports facilities will be sent to the Campus Facilities Management Office on LG/F for further action on the following day.

### Collection and return of smart-card

- Users need to borrow a smart-card for access to the Rehearsal Rooms and Fitness Centres at the following venues of the relevant campus, and they should present their valid student / staff ID cards together with the booking confirmation email for verification before collecting the smart-card:

<b>Campus</b>	<b>Location</b>	<b>Service Hours</b>
HHB Campus	Campus Facilities Management Office (HHB-LG05)	Monday to Friday: 9:00 am to 10:30 pm Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed
WK Campus	CSAO's Service Counter (WK-N3/F)	Monday to Friday: 9:00 am to 5:00 pm <i>(for booking sessions before 4:00 pm only)</i> Saturday, Sunday and Public Holidays: Closed
	Campus Facilities Management Office (WK-SLG08)	Monday to Friday: 3:30 pm to 10:30 pm <i>(for booking sessions after 4:00 pm only)</i> Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed

- Users shall leave their student / staff ID cards as a record for collecting the smart- card.
- The smart-card must be returned to the CSAO's Service Counter or the Campus Facilities Management Office immediately after use or no later than 12:00 noon on the following working day.
- Users are responsible for any loss or damage to the smart-card.

Proper use of sports facilities

- Sports facilities can only be booked for their designated and specific use, unless prior approval is obtained from the College. For those without prior approval, the College has the authority to terminate the use / activity and demand the user to leave the venue.
- Users will be responsible for any damage to the property in the sports facilities, such as lockers, windows, flooring, furniture, etc. As a general rule, damage should be reported as soon as possible.
- Functions, training courses or commercial activities of any kind should only be held in the campus with the prior approval of the College.
- Users must observe and follow the regulations governing the use of sports facilities, be responsible for their own safety and that to others while using the sports facilities.
- Users should demonstrate courteous conduct and should not cause any nuisance to other users.

### Misconduct

- In the case of misconduct, or of any behaviour inconsistent with the regulations governing the use of the sports facilities or any other rules / regulations regarding the use of the campuses, or where premises are being misused, the College shall have the authority to expel or debar the offender from the premises for a period up to three months. A written appeal against the decision may be lodged with the College within 14 days.

### Photo-taking and video-filming

- Photo-taking without flash and video-filming are allowed inside the sports facilities, except in the changing rooms, provided that no disturbance is caused to other users.

### Pets

- Users must not bring any pets into the sports facilities.

### Smoking

- Smoking is not permitted in the sports facilities, or anywhere else on the campuses.

### Gambling

- No gambling in any form is allowed within the sports facilities, or anywhere else on the campuses.

### Food and drink

- No food or drink except water is permitted in the sports facilities.

### Publicity materials and decorations

- Unless prior approval is obtained from the College, users are not allowed to display any decorations, banners or signs, etc. in any sports facilities.

### Temporary closure

- All sports facilities will be closed when Tropical Cyclone Warning Signal No. 8 or above is in effect. They will resume normal operation two hours after the Tropical Cyclone Warning Signal No. 8 or above is lowered. The facility resumption time may be extended based on the prevailing weather and transportation conditions.
- The College reserves the right to close any part of the sports facilities when, in its opinion, the facilities are not suitable for use. The sports facilities staff will cancel the bookings of the affected venues on the day. In such case, users can retain the booking confirmation email for making a free booking of the same value at a later time.

### Revision of regulations

- Users are required to accept the interpretation of the aforesaid rules and decisions made by the College. The College reserves the right to alter or amend any of the aforesaid regulations when necessary.

Opening hours and booking services of sports facilities

	<b>HHB Campus</b>	<b>WK Campus</b>
<b>Sports Type / Facilities</b>	Basketball, volleyball, badminton, table tennis, rehearsal room, fitness centre	Basketball, volleyball, badminton, rehearsal room, fitness centre
<b>Opening Hours</b>	Monday to Friday: 9:30 am to 10:30 pm* Saturday: 9:30 am to 6:30 pm* Sunday and Public Holidays: Closed	

\* During the facilities opening hours, some timeslots may not be available for external use due to court closures and/or reserved use.

<b>Service</b>	<b>Campus</b>	<b>Location</b>	<b>Service Hours</b>
<b>Collection and Return of Access Card to Rehearsal Room and Fitness Centre<sup>#</sup></b>	HHB Campus	Campus Facilities Management Office (HHB-LG05)	Monday to Friday: 9:00 am to 10:30 pm Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed
	WK Campus	CSAO's Service Counter (WK-N3/F)	Monday to Friday: 9:00 am to 5:00 pm <i>(for booking sessions before 4:00 pm only)</i> Saturday, Sunday and Public Holidays: Closed
		Campus Facilities Management Office (WK-SLG08)	Monday to Friday: 3:30 pm to 10:30 pm <i>(for booking sessions after 4:00 pm only)</i> Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed
<b>Purchase of Guest Tickets</b>	WK Campus only	CSAO's Service Counter (WK-N3/F)	Monday to Friday: 9:00 am to 5:30 pm Saturday, Sunday and Public Holidays: Closed

# Services are available only at the corresponding campuses where the sports facilities are located.

The opening / service hours may be adjusted during special periods. The latest arrangements will be posted on the CSAO website at <https://sao.cpce-polyu.edu.hk>.