

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

General Regulations Governing the Use of Sports Facilities

To ensure that users can enjoy using the facilities in a safe and convenient environment, rules and regulations are required. A full set of the rules and regulations are displayed in appropriate locations. Users may wish to take note of the following before using the facilities:

1. Opening Hours

- 1.1. The daily opening hours of most facilities are 7:00 am to 10:00 pm. Please refer to the timetable for exact hours.
- 1.2. Facilities will be closed on the following Public Holidays: Chinese New Year Holidays (3 days), Dragon Boat Festival, the day following Mid-Autumn Festival and Christmas; and also be closed at 6:00 pm on the following days: Mid-Autumn Festival, Winter Solstice and Chinese New Year Eve.
- 1.3. The Dean of Students' Office has discretion to close any part of the sports facilities if, in their opinion, the facilities are not fit for use or for any other reasons.
- 1.4. All sports facilities will be closed when typhoon signal No. 8 or above is hoisted, users must leave the changing room within 15 minutes after being notified by staff of the Dean of Students' Office.

2. Eligible Users

- 2.1. Entry to the sports facilities is restricted to the following groups on production of a valid University I. D. Card:

User	Identification required
• Full-time and part-time staff members and students	HKUST Staff/Student Card
• Family members of full-time staff (As defined in the terms of appointment of the staff member)	HKUST Staff Family Card (white)
• Other approved users*	Sports Facilities User Card

*Privileges for use of the facilities are normally granted to persons who are officially associated with the university. Application forms are obtainable from the Dean of Students' Office, Sports Development or download from: https://sao.ust.hk/upload/facilities/FAC_Sports.pdf
A Sports Facilities User Card will be issued to those granted user privilege.

- 2.2. Children of age below 5 is not eligible to use the Golf Range Facilities in Lawn Area.
- 2.3. Children under age 8 must be accompanied by either of their parents when using the sports facilities.

- 2.4. Any user of age 8 or above and below 12 must be accompanied by eligible adult user when using the sports facilities, except Fitness Center in LG4, Gymnasium in Hall 9 and, Exercise Room and Exercise Zone in TST Sports Center.
- 2.5 Any user of age 8 or above and below 15 must be accompanied by eligible adult users when using the fitness equipment, except the Weight Training Equipment in LG4, Gymnasium in Hall 9 and, Exercise Room and Exercise Zone in TST Sports Center.
- 2.6 Only users of age 15 or above and with Weight Training Equipment User Card can use the free weight equipment. The card must be produced when entering in the room and/or making the booking.

3. Guests and Visitors

- 3.1. To facilitate eligible users to play with their regular partners who are not otherwise eligible users, full-time students, staff and eligible family members, and alumni may bring along guests under the following conditions:
 - (a) Guests must be accompanied by the eligible user concerned at the time of admitting into and when using the sports facilities;
 - (b) Guests under 12 must be accompanied by an adult user preferably either of their parents when using the sports facilities.
 - (c) Payment for a guest ticket charge of HK\$20.00 per guest per visit;
 - (d) Except alumni, a maximum of 4 paying guests may be brought in at one time.
 - (e) Alumni members may bring in a maximum of 2 paying guests at one time in some sports facilities with limitations with details in <https://sao.ust.hk/eng/detail.php?catid=14&sid=120>
 - (f) The ticket is not valid for use of the Gymnasium in Hall 9 and Fitness Center in LG 4 and, Exercise Room and Exercise Zone in TST Sports Center.by the guest;
- 3.2. Guests tickets are available for sale at various Sports Counters. Tickets sold are not refundable.
- 3.3. Guests tickets should be presented for validation at the time of admission into the facilities.
- 3.4. Guests and visitors who are not using the sports facilities are welcome to stay in the public spectator areas, i.e. the balcony of the S. H. Ho Sports Hall and the spectator stand in the Athletic Field and Squash Courts.

4. Booking Procedure

4.1. For Individual Recreation Court Allocation

- Tennis Court 1 & 2 are allocated to Student.
- Tennis Court 4 is allocated to Staff.

- Tennis Court 3, 7, 8, A, B & C is open for all eligible users.
- For S. H. HO Sports Hall, 2:00pm – 5:00pm, Monday to Friday is allocated to Student. The remaining timeslots are open for all eligible users

Seven Days Advance Booking

- Normal bookings can be done online at the following URL seven days in advance: Facilities Booking System (<https://w1.ab.ust.hk/fbs>).
- For any one type of facility, a user can only make one booking per day unless otherwise specified.

On-the-day Booking

- Normal bookings can be done through the online Facilities Booking System.
- No staff/student court allocation limitation. Vacancies are open to all users.

4.2. For Organized Competitions

- Obtain an application form from the Sports Development Counter at Room 1013 via Lift 3.
- Complete the form and return it together with a fixture and a list of equipment needed for your competition, at least one month in advance.

4.3. Others

- Except LG4 Fitness Center, facilities not taken up 10 minutes after scheduled time will be allocated to other users on first-come-first served basis.
- Group coaching and/or organized workshop/class is only permitted by prior arrangement with Dean of Students' Office through the appropriate clubs or associations.

5. Changing Room and Locker Facilities

- 5.1. Changing room facilities are available to users of the sports facilities.
- 5.2. Users are advised not to leave valuables and personal belongings unattended in the changing room.
- 5.3. Users are required to assist in maintaining the changing room facilities in the state of cleanliness and tidiness.
- 5.4. Lockers inside all changing rooms are coin-operated type (currently operate with HK\$5 coin).
- 5.5. Users must not leave their belongings inside the lockers overnight. Staff of the Sports Development has the authority to clear all lockers daily after closing times. All items found therein will be kept for 7 days and disposed of thereafter.

- 5.6. The University will accept no responsibility for loss or damage of personal properties inside the lockers/changing room facilities.
6. Lost and Found
 - 6.1. Users are advised not to bring valuables to the sports facilities. The University will accept no responsibilities for loss or damage of personal properties.
 - 6.2. All found unclaimed items should be taken to the LG1 Sports Hall Counter or TST Sports Center Counter for safekeeping.
 - 6.3. All found unclaimed items and items found inside lockers after closing hours will be sent to the Security Office of the University for disposal in the next working day.
7. Equipment and Damage
 - 7.1. Certain sports equipment may be checked out to users on production of their University I. D. cards and booking permit to staff stationed at various locations. For loan of sports equipment, users are also required to sign on the Equipment Loan Book.
 - 7.2. Equipment checked out must be returned immediately after use of the sports facilities. The person who has signed for the equipment will be held responsible for return of the equipment in good condition. Lost or damaged equipment will be charged for replacement or repair on a cost basis.
 - 7.3. Users will be held responsible for wilful damage to all properties in the sports facilities (including lockers, windows, flooring, furniture, fixture and fitting, etc.). For reasons of safety, any damage found or any attempt of damage identified should be reported to the Sports Counter or the duty sports attendants immediately.
8. Injuries and Accidents
 - 8.1. First aid equipment is kept in various Sports Counters. All injuries/accidents should be reported to the nearest Sports Counters or duty sports attendants immediately.
 - 8.2. Users of sports facilities participate in activities at their own risk and the University will accept no responsibility or liability arising from use of the sports facilities.
9. Discipline
 - 9.1. In the case of misconduct, or of any action inconsistent with the regulations governing the use of the sports facilities, or where the premises are being misused, staff of the Dean of Students' Office should have the authority to have the offender removed from the premises, and/or to refer the offender to the appropriate authority for disciplinary action as appropriate.
 - 9.2. Dressing

Users should be dressed in appropriate sports wear. Footwear for all indoor sports facilities must be NON-MARKING rubber-soled sports shoes. Bare foot is not allowed except sand pit and swimming pool.

9.3. Food and Drink

No food and/or drinks except water is permitted within the sports facilities.

9.4. Smoking

Smoking is not permitted in any part of the sports facilities.

9.5. Pets

No pets are allowed to be brought into the sports facilities.

9.6. Audio-Visual Equipment

The use of audio-visual equipment is permitted only under circumstances that it will not cause any danger or disturbance to other users of the sports facilities. No use of audio-visual equipment is permitted in Swimming Pool except with prior approval from Sports Development of Dean of Students' Office.

9.7. Noise

No person is allowed to use or operate any instrument that will produce unreasonable noise level anywhere inside the sports facilities.

9.8 Effective Use of Sports Facilities

"No-show" means users who make reservation but do not take up the venues subsequently. This is not only an abuse to the booking system but also unfair to other users. In order to cope with the situation, the Committee on Student Affairs agreed to encourage responsible use of facilities as the first step and that penalties for no-show should be introduced with effect from 14 Feb. 2011 with details as follow:

- a. For INDIVIDUAL USERS
 - suspension of booking right for two weeks for every no-show
 - booking right at the FBS will be blocked starting from the second working day after the no-show
- b. For TEAMS/CLUBS
 - cancellation of practice sessions in the following two weeks upon two no-shows
 - booking chart will be updated subsequently
- c. For EVENT ORGANIZERS
 - cancellation of subsequent bookings for the same event
 - booking chart will be updated subsequently

Users may cancel their bookings anytime in advance by logging into the Facilities Booking System or cancel in person at the Sports Development Counter in Room 1013 via Lift 3.

July. 2020
Dean of Students' Office