

## Approval Guidelines in Advance Booking of Sports Facilities by Groups

### I. Priority of Activities in Venue Reservation

Priority Order	Activities	Restrictions	Period of Use	Timeline in application Submission
1	- Official University Functions	No	Any Time	No Restriction
	- PE Courses	No	Any Time	2 weeks before each semester
	- Orientation Camps	- As endorsed by SU - 10 hours per group	August	15 July (SU)
2	- Club / team practice (Students)	Block booking - 2 hour-session / week - Until end of competition  Advance booking - Additional session subject to availability of venue	- Weekday evening  - Any time	- 15 August by SA, HKUSTSU additional sessions  - by club/team concerned
	- Intersports coordinated by the university	2-3 events / year	Weekend (Nov to Mar)	15 October
	- Intersports organized by students' sports club concerned (supported by SAO)	One event / club / year	Weekends	- 2 months in advance
	- Intramural sports organized by Sports Association (HKSUTSU)	No	Weekday evening (Sep to Mar)	30 August

Priority Order	Activities	Restrictions	Period of Use	Timeline in application Submission
3	- Club/team practice (staff)	- 2 hour-session / week - Faculty Tennis Club <u>OR</u> endorsement of Staff Association	Any time	30 August (Staff Association)
4	- Organized Sports Events* (Students Sports Club concerned)	- One event/year - Events not exceeding 3 days	Weekend	1 month before event day
5	- Organized Sports Events* (Staff Sports Club concerned)	One event / year	Weekend	1 month before event day
6	- Organized Sports Events* (University offices / departments, alumni)	One event / year	Any Time	1 month before event day
7	- Organized sports events* by non-sports students clubs	One event / year	- Weekend - Semester break	- Not earlier than 1 month before event day - Booking to be confirmed 2 weeks before event day
8	- Organized sports events* with participants who are non-eligible users	Fee charging (except UGC-funded events)	- Semester break - Weekend	- Not earlier than 1 month before event day - Booking to be confirmed 2 weeks before event day
9	- Organized non-sports event	Fee charging (except UGC-funded events)	- Any time - Special approval (DSA or higher)	- No restriction - Special approval (DSA or higher)

Priority Order	Activities	Restrictions	Period of Use	Timeline in application Submission
10	- Events by Outside Groups	- Fee charging - Non-commercial activities	- Non-peak hours - Special approval (DSA or higher)	- Not earlier than 1 month before event day - Special approval (DSA or higher)

## II. Practice to protect interest of individual users

1. Facilities with very high demand (indoor sports hall and artificial turf soccer pitch)
  - At least 1 weekday evening reserved for individual users (booking through FBS)
  - No more than 50% on weekend reserved for organized events (except period during which official university functions are held)
2. Facilities with high demand (outdoor Basketball Court and Mini-Soccer pitch)
  - At least 2 weekday evenings reserved for individual users (booking through FBS)

\* event not exceeding 3 days.

### Space Charging Rates for External Hirer 2014

Office Space/LT/Classroom (Endorsed by CDAC at 30 <sup>th</sup> meeting)		Student Amenities		Sports Facilities	
Type	Charges (per hour)	Type	Charges (per hour)	Type	Charges (per hour)
Office Space	\$32 per sq. ft. per month	---		---	
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Classroom up to 50 seats	\$240	Student Common Room / Conference Room / Multi-function Room 30 – 80 seats	\$240	Mini Soccer Pitch, Outdoor Basketball Court	\$240
Conference Room – 30 seats					
Classroom over 50 seats	\$360	Student Common Room / Conference Room / Multi-function Room 80 – 150 seats	\$360	Activity Room (LG1027), Athletic Track, Lawn Area	\$360
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LT up to 200 seats	\$1,000	Student Common Room / Conference Room / Multi-function Room Up to 200 seats	\$1,000	Activity Room (LG1031), Multi-purpose Room (LG4204), Soccer Pitch	\$1,000
LT over 200 seats	\$2,000	Art Hall Up to 300 seats	\$2,000	Swimming Pool (Indoor/Outdoor), Sports Hall	\$2,000