

# 懲教署體育會會所設施租用申請表格

(甲部 - 申請人資料)

申請人姓名 : \_\_\_\_\_ 所屬院所 : \_\_\_\_\_  
申請人職級及編號 : \_\_\_\_\_ 租用場地日期 : \_\_\_\_\_  
租用設施 : \_\_\_\_\_

| 時段 | 草地足球場     | 三人足球場                    | 會議室                      | 燒烤爐                      |                          |                          |                          |                          | 籃球場                      |
|----|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|    |           |                          |                          | 1                        | 2                        | 3                        | 4                        | 5                        |                          |
| A  | 1100-1600 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B  | 1700-2200 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

備註：i) 只可選擇 A或B時段，如租用較短時段，請於旁邊列明。  
ii) 租用者需於最少三個工作天前提交申請，否則該申請將不作處理。

(乙部 - 租用及相關設施使用守則)

須遵守所定的「場地租用及相關設施使用守則」。違規者，本會有權停止租用場地及設施。

## 場地租用及相關設施使用守則：

1. 租用者必須為懲教署職員及於當日向場地保安員出示證件後方可使用場地設施；
2. 租用/使用者須準時交還場地予場地保安員；
3. 租用/使用者必須負責確保其邀請的使用人士不得擅自移動或拆除場地內的固有設施；
4. 必須使用場地所提供的設施及不得私自攜帶任何大型影音設施或器材進入場地；
5. 不得於場地內亂丟垃圾，需時刻保持場地清潔；
6. 請勿破壞場地內之設施，設施如有損毀、破壞或遺失，請通知場地保安員以作紀錄及跟進，包括可能就已損毀、破壞之設施作出賠償；
7. 須時刻保持警覺以避免引致身體受傷及財物損失。若發生所述情況，請通知場地保安員以作跟進；
8. 嚴禁於場地內進行任何形式賭博行為及攜帶任何危險物品及違禁品進入本場地；
9. 請勿向場內之保安設施進行拍攝或記錄；
10. 除非事先獲得管理當局批准，否則租用/使用者只能按設施原定用途使用；
11. 假若懸掛三號風球、雷暴警告或黑色暴雨警告訊號，當天場地租用均被取消。租用/使用者須自行更改租用時間；
12. 如獲批准，請於租用場地前將場地租用費存入本會之銀行戶口

(匯豐銀行戶口號碼：582-319083-838)

本人已詳閱及完全明白場地租用及相關設施使用守則，並同意嚴加遵守。

申請人簽署: \_\_\_\_\_

日期: \_\_\_\_\_

## 備註：

- i) 申請人填寫此申請表格後須傳真至白沙灣懲教所(傳真號碼：2813 0495)，當收到本會回覆及確認，該申請方為有效。而該申請之回覆將傳真至申請人所屬之院所。
- ii) 申請人須帶同此回條、職員證件及銀行入數紙(如適用)，於當日到現場辦理取場手續。
- iii) 如有任何就場地租用或相關事宜查詢，可致電 2899 1400/ 2899 1418 與白沙灣懲教所通訊室/ 工程組聯絡。

(丙部 - 回覆申請人)

上述場地租用申請表格於(日期) \_\_\_\_\_ 收到，而上述之申請 \* 已獲 / 不獲 本會批准。

白沙灣懲教所 高級懲教主任/懲教主任簽署: \_\_\_\_\_  
( )

日期: \_\_\_\_\_

# Application Form for Booking the Facilities of Correctional Services Department Sports Association Recreation Complex

(Part A – Particulars of Applicant)

Name of Applicant : \_\_\_\_\_ Name of Institution : \_\_\_\_\_  
 Rank and Staff number of Applicant : \_\_\_\_\_ Date of Hire : \_\_\_\_\_

Facilities to be booked :

| Session |           | Grass football pitch     | 3-a-side football pitch  | Conference room          | Barbecue pit             |                          |                          |                          |                          | Basketball court         |
|---------|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|         |           |                          |                          |                          | 1                        | 2                        | 3                        | 4                        | 5                        |                          |
| A       | 1100-1600 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B       | 1700-2200 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Note:** i) Please choose either session A or B. If a shorter period is required for each session, please specify the time by the box.  
 ii) Application should be **made at least 3 working days** in advance, otherwise such application could not be entertained.

(Part B – Code on the Booking and Use of Facilities)

The Code on the Booking of Venues and Use of Facilities shall be compiled with. The Association has the right to terminate the hiring of venues and facilities if the hirer or users do not observe the Code.

**Code on the Booking of Venues and Use of Facilities:**

1. The hirer must be the staff of the Correctional Services Department and must produce his staff I/D card to the venue security guard before using the venue facilities;
2. The hirer/users shall return the venue to the venue security guard on time;
3. The hirer/users shall be responsible for ensuring that persons invited to use the facilities are not allowed to move or remove the inherent facilities in the venue;
4. Only the facilities provided in the venue are to be used. Large audio-visual facilities or equipment are not allowed to be carried into the venue without permission;
5. Do not litter. Keep the venue tidy and clean at all times;
6. Please do not damage the facilities in the venue. If any facility is damaged, destroyed or lost, please inform the venue security guard for record purpose and follow up. Indemnity might need to be paid for the damaged and destroyed facilities;
7. Remain vigilant for physical injury and property damage at all times. Please inform the venue security guard for follow up if there is any;
8. Gambling in any form is strictly prohibited in the venue and any dangerous goods and contraband are not allowed to be carried into the venue;
9. Do not take photos or make recordings of the security facilities in the venue;
10. Unless with prior approval of the management, the facilities should be used solely for their intended functions;
11. If typhoon No.3 signal is hoisted, or thunderstorm warning or Black Rainstorm Warning signal is in force, all bookings made for the day will be cancelled and the hirer/users have to change the bookings on his own;
12. Once the application is approved, please deposit the venue hire charges into the bank account of the Association (HSBC Bank account number: 582-319083-838) before using the facilities.

I have read and fully understood the Code on the Booking of Venues and Use of Facilities and agree to strictly abide by the Code.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes :**

- i) **The completed application form should reach Pak Sha Wan Correctional Institution (PSWCI) by Fax (Fax no.: 2813 0495). The application is deemed to be successful only when the applicant has received our reply and acknowledgement. The reply will be faxed to the institution of the applicant;**
- ii) **The applicant should bring along with him this reply slip, the staff I/D card and bank-in slip (if applicable) for registration before using the venue;**
- iii) **For enquiries on venue bookings or related matters, please contact the Control Room of Pak Sha Wan Correctional Institution at 2899 1400 or Works Section at 2899 1418.**

(Part C – Reply to Applicant)

The above application form is received on (Date)\_\_\_\_\_. The application is approved/ not approved.

Signed by Principal Officer/Officer of PSWCI \_\_\_\_\_ ( ) Date: \_\_\_\_\_