

《租用紅磡社區會堂設施指南和條件》修訂建議

主旨

本文件旨在請成員考慮通過《租用紅磡社區會堂設施指南和條件》(下文簡稱「指南」)第 3(b)1 項、第 4(e)項、5(k)項及第 6(c)項的修訂建議。

背景

2. 為使申請人更清楚可供借用的會堂設施及在活動中安排人流控制的責任，故建議修訂第 3(b)1 項。

3. 為有充裕時間安排及處理日漸增多的預訂場地的申請，建議由每季度第一個月(即一月、五月及九月)的第 10 個工作天進行抽籤改為每季度第一個月截止收表日後的第 12 個工作天，故建議修訂第 4(e)項

4. 另外，民政事務總署為確保社區會堂設施得到適當使用，故制訂一套統一懲罰制度，而懲罰措施須一致以違規記分制度在地區上執行。指南中指出申請人在 12 個月內累計被記滿 10 分或以上，即會被禁止於下兩個季度在被記滿分的地區預訂社區會堂，為貫徹統一懲罰制度安排的目的及精神，建議如該團體已被九龍城民政事務處禁止租用社區會堂，則不可成為合辦或協辦團體，故建議修訂第 5(k)項。

5. 為更清晰釐定民政事務處在特殊情況下行使權力取消已批出的場地租借申請時的責任，故建議修訂第 6(c)項。

建議修訂

6. 現建議指南作出以下修訂：

項目 3(b)1	修訂建議
可容納 450 個座位，全部為非固定座位。 設備包括摺枱 20 張、白板 1 塊、投影機、投影幕、DVD 播放機、燈光、音響(包括有線手咪 4 支、無線手咪 6 支、咪 6 支及頭咪 6 支)、舞台橫額吊杆、合唱台階 3 台、17 吋液晶顯示器 1 台、直立式鋼琴 1 台、活動展板 10 幅、另有男女化妝室各一。 (註：租場者須自行安排技術員操作音響／燈光系統。租場者並須自行排列或擺放座椅、摺枱和白板等設備及在指定交還場地的時間前把所有	可容納 450 個座位，全部為非固定座位。 設備包括摺枱 20 張、白板 1 塊、投影機、投影幕、DVD 播放機、燈光、音響(包括有線手咪 4 支、無線手咪 6 支、咪 6 支及頭咪 6 支)、舞台橫額吊杆、合唱台階 3 台、17 吋液晶顯示器 1 台、直立式鋼琴 1 台、活動展板 10 幅、另有男女化妝室各一。 (註：租場者須自行安排技術員操作音響／燈光系統。租場者並須自行排列或擺放座椅、摺枱和白板等設備及在指定交還場地的時間前把所有場地設

<p>有場地設備放回原位。租場者如借用無線咪，須自備 AA 電池。另租場者請自備適當的白板筆及白板擦，交還場地前需妥善清潔白板。如有損毀，必須承擔賠償責任。)</p> <p>多用途禮堂可用作羽毛球場，設備包括羽毛球架及網 (2 套/2 網)。亦另有乒乓球桌 (4 張/4 網) 可供使用。(註：租場者須自行安拆運動設備。)</p> <p>450 chairs, 20 folding tables, 1 white board, projector, projector screen, DVD player, stage lighting system, sound system (4 wired handheld microphones, 6 wireless handheld microphones, 6 wireless lavalier microphones and 6 wireless headset microphones), stage banner gallows, 3 choir stands, 1 17" LCD monitor, 1 upright piano, 10 movable display boards, male & female dressing rooms.</p> <p>(Remarks: Applicant shall arrange his own technician to operate the sound/lighting panels. Applicant shall arrange for the venue setting, including the setting of chairs, folding tables, white board etc. and put back the equipment after use before the end of the approved time. Applicant shall bring their own AA batteries for using the wireless microphones. Applicant shall also bring in appropriate white board pens and erasers for their use. Applicant shall clean the white board after use before the end of the approved time. Applicant shall be liable to compensate any damage caused to the facilities.)</p> <p>Multi-purpose hall can be used as badminton court. Badminton stand and net (2 sets), table tennis table and net (4 sets). (Remarks: Applicant shall arrange the setup and dismantling of the sports equipment.)</p>	<p>備放回原位。租場者如借用無線咪，須自備 AA 電池。另租場者請自備適當的白板筆及白板擦，交還場地前需妥善清潔白板。如有損毀，必須承擔賠償責任。租場者亦須自行負責人流控制的安排。)</p> <p>多用途禮堂可用作羽毛球，設備包括羽毛球架及網 (2 套/2 網)。亦另有乒乓球桌 (4 張/4 網) 可供使用。(註：租場者須自行安拆運動設備。)</p> <p>上述可供借用的設備可能因損壞或其他原因未能供借用，九龍城民政處保留借出設備的權利。</p> <p>450 chairs, 20 folding tables, 1 white board, projector, projector screen, DVD player, stage lighting system, sound system (4 wired handheld microphones, 6 wireless handheld microphones, 6 wireless lavalier microphones and 6 wireless headset microphones), stage banner gallows, 3 choir stands, 1 17" LCD monitor, 1 upright piano, 10 movable display boards, male & female dressing rooms.</p> <p>(Remarks: Applicant shall arrange his own technician to operate the sound/lighting panels. Applicant shall arrange for the venue setting, including the setting of chairs, folding tables, white board etc. and put back the equipment after use before the end of the approved time. Applicant shall bring their own AA batteries for using the wireless microphones. Applicant shall also bring in appropriate white board pens and erasers for their use. Applicant shall clean the white board after use before the end of the approved time. Applicant shall be liable to compensate any damage caused to the facilities. Applicant shall also be responsible for crowd control.)</p> <p>Multi-purpose hall can be used as badminton court. Badminton stand and net (2 sets), table tennis table and net (4 sets). (Remarks: Applicant shall arrange the setup and dismantling of the sports equipment.)</p> <p>The above listed equipment may not be available for loan in case of damage or any other reasons. The KCDO reserves the right not to loan the equipment.</p>
<p>項目 4(e)</p>	<p>修訂建議</p>
<p>九龍城民政事務處會於每季度第一個月(即一月、五月及九月)的第 10 個工作日下午三時於紅磡社區會堂會議室進行抽籤，申請團體可派一名代表前來觀察抽籤過程，本處不會再另函通知抽籤日期、時間及地點。如抽籤當日天文台發出 8 號或以上熱帶氣旋警告或黑色暴雨警告，當日抽籤將會取消並會順延至下一個工作日的同一時間及地點舉行。</p> <p>The KCDO will arrange lots-drawing at 3pm in the conference room of the HHCH on the 10th working day of the first month of each quarter (i.e. January, May and September). One representative from each applicant organization is welcome to observe the procedure. The KCDO will not issue separate notice to inform the</p>	<p>九龍城民政事務處會於每季度第一個月(即一月、五月及九月)截止收表日後的第 12 個工作天下午三時於紅磡社區會堂會議室進行抽籤，申請團體可派一名代表前來觀察抽籤過程，本處不會再另函通知抽籤日期、時間及地點。如抽籤當日天文台發出 8 號或以上熱帶氣旋警告或黑色暴雨警告，當日抽籤將會取消並會順延至下一個工作日的同一時間及地點舉行。</p> <p>The KCDO will arrange lots-drawing at 3pm in the conference room of the HHCH on the 12th working day after the deadline for submission of the first month of each quarter (i.e. January, May and September). One representative from each applicant organization is welcome to observe the procedure. The KCDO will not issue separate notice to inform the applicants on the</p>

<p>applicants on the date, time and venue of the lots-drawing. If Typhoon Signal No. 8 or above is hoisted or Rainstorm Black Signal is issued by The Hong Kong Observatory on the day of lots-drawing, the lots-drawing will be cancelled and postponed to the following working day, with time and venue remaining the same.</p>	<p>date, time and venue of the lots-drawing. If Typhoon Signal No. 8 or above is hoisted or Rainstorm Black Signal is issued by The Hong Kong Observatory on the day of lots-drawing, the lots-drawing will be cancelled and postponed to the following working day, with time and venue remaining the same.</p>
<p>項目 5(k)</p>	<p>建議修訂</p>
<p>申請人須嚴格遵守本指南、規則和條件，否則會被記分。每宗違規事項都會被記分以及獨立計算，不論違規事項是否屬同一活動。每宗違規事項所記的分數按嚴重程度計算，“輕微違規”記 3 分、“嚴重違規”記 5 分，以及“非常嚴重違規”記 10 分。申請人在 12 個月內累計被記滿 10 分或以上，即會被禁止於下兩個季度在被記滿分的地區預訂社區會堂，或視乎違規情況，即時被撤銷已批准租用社區會堂設施。違規記分制度詳情載於附件 III，計算違規記分示例載於附件 IV。</p> <p>The applicant should strictly abide by these guidelines, regulations and conditions, failing which demerit points will be given. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for “Minor Breaches”, 5 points for “Serious Breaches” to 10 points for “Very Serious Breaches”, having regard to the seriousness of the breach. Once an applicant has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking the HHCH in the next two quarters or the use of the facilities in the HHCH may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at <u>Annex III</u>. Examples of calculating demerit points are at <u>Annex IV</u>.</p>	<p>申請人須嚴格遵守本指南、規則和條件，否則會被記分。每宗違規事項都會被記分以及獨立計算，不論違規事項是否屬同一活動。每宗違規事項所記的分數按嚴重程度計算，“輕微違規”記 3 分、“嚴重違規”記 5 分，以及“非常嚴重違規”記 10 分。申請人在 12 個月內累計被記滿 10 分或以上，即會被禁止於下兩個季度在被記滿分的地區預訂社區會堂，或視乎違規情況，即時被撤銷已批准租用社區會堂設施。如該等團體已被民政事務處禁止租用社區會堂，則不可成為合辦或協辦團體。違規記分制度詳情載於附件 III，計算違規記分示例載於附件 IV。</p> <p>The applicant should strictly abide by these guidelines, regulations and conditions, failing which demerit points will be given. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for “Minor Breaches”, 5 points for “Serious Breaches” to 10 points for “Very Serious Breaches”, having regard to the seriousness of the breach. Once an applicant has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking the HHCH in the next two quarters or the use of the facilities in the HHCH may be revoked immediately where circumstances warrant. If the applicant has been banned by the KCDO from using the HHCH, the applicant cannot be the co-organizer. Details of the Demerit Points System are at <u>Annex III</u>. Examples of calculating demerit points are at <u>Annex IV</u>.</p>
<p>項目 6(c)</p>	<p>修訂建議</p>
<p>在特殊情況下，例如須保留該場地作臨時緊急庇護所或安置受颱風影響的災民時，九龍城民政事務處有權取消已批出的場地租借申請。</p> <p>Under special circumstances, e.g. the venue has to be reserved for emergency shelter or accommodating typhoon victims, the KCDO reserves the right to cancel the approved booking applications.</p>	<p>在特殊情況下，例如須保留該場地作臨時緊急庇護所、場地或設備進行緊急維修等情況時，九龍城民政事務處有權取消已批出的場地租借申請，惟會盡早通知有關租用團體。該團體可憑繳費收據領回已繳費用。民政事務處不會就可能引致的損失作任何賠償。</p> <p>Under special circumstances, e.g. the venue has to be reserved for emergency shelter and emergency repair of facilities etc., the KCDO reserves the right to cancel the approved booking applications and the applicant will be informed as soon as possible. Any payment made will be refunded to the applicant upon production of the receipted demand note. KCDO will not make compensation for any loss thus incurred to the applicant.</p>

徵詢意見

7. 根據《九龍城區議會會議常規》(下文簡稱「會議常規」)的規定，工作小組的決定須經所屬委員會，即文娛康樂及地區設施管理委員會通過，才能視作區議會的決定。請成員考慮通過《租用紅磡社區會堂設施指南和條件》的修訂建議。請各成員於2015 年 6 月 17 日(星期三)中午 12 時或之前將填妥的回條交回秘書處。按會議常規的規定，若秘書處收到的回覆中，支持意見超過半數，有關建議將獲得通過。

九龍城區議會秘書處
2015 年 6 月