

《租用紅磡社區會堂設施指南和條件》修訂建議、 試驗使用啟德社區會堂及正式開放啟德社區會堂安排

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》(下簡稱「指南」)多項的修訂建議、於 2015 年第四季開放啟德社區會堂予政府部門及地區團體作試驗使用，及於 2016 年第一季正式開放啟德社區會堂設施供公眾租用。

背景

2. 啟德社區會堂快將落成啟用，為了方便居民使用同一申請表申請租用區內不同的社區會堂，九龍城民政事務處建議修訂現行指南以配合區內發展。另外，建議於 2015 年第四季開放啟德社區會堂予政府部門及地區團體作試驗使用，以全面測試會堂內各項設施的運作。如有需要，有關部門可盡快並及時採取適當的改善措施。除此之外，建議於 2016 年第一季正式開放啟德社區會堂設施供公眾租用。

建議修訂

3. 詳見附件 1 及附件 2，建議修訂部份以標示顯示。

徵詢意見

4. 根據《九龍城區議會會議常規》(下簡稱「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(下簡稱「文康地管會」)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》多項的修訂建議、於 2015 年第四季開放啟德社區會堂予政府部門及地區團體作試驗使用，及於 2016 年第一季正式開放啟德社區會堂設施供公眾租用。煩請各成員於 **2015 年 9 月 7 日(星期一)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。稍後秘書處會以傳閱文件方式徵詢文康地管會的意見。

九龍城區議會秘書處
2015 年 9 月

租用九龍城區社區會堂／中心設施指南和條件 (二零一五年九月)

1. 本指南和條件將適用於九龍城區內所有社區會堂／中心，除非特別指明。

2. 申請資格

申請租用社區會堂／中心場地及設備的資格如下：

- (a) 申請人須為註冊團體、慈善／非牟利／非商業機構、學校、政府認可的地方委員會／團體，或政府部門。非上述機構／團體或個別人士的申請，九龍城民政事務處將按照其申請舉辦的活動另行審議。
- (b) 申請所舉辦的活動須符合公眾利益，或以社會建設為目標；任何商業性質、違反法例或可能擾亂公眾安寧的活動，均不得進行。

3. 申請／繳費手續

- (a) 申請人須在擬辦活動的季度(即一至四月、五至八月、九至十二月)前四個月，或活動舉辦前至少四個星期，向九龍城民政事務處遞交填妥的申請表(一式兩份)，並列明協辦機構(如有的話)、活動的目的和程序。如申請人及協辦機構(如有的話)符合附件 I所載的豁免收費條件，可同時提出申請。申請表格可以專人送遞、傳真、郵寄或電郵方式送交本處(地址：紅磡庇利街 42 號九龍城政府合署 8 樓九龍城民政事務處／傳真：3691 8897／電郵：ch_kc@had.gov.hk)。
- (b) 申請表可向各社區會堂／中心或九龍城民政事務處索取，亦可在民政事務總署網頁 www.had.gov.hk 下載。查詢電話：2621 3420。
- (c) 租訂多用途禮堂，最低參加人數不得少於 10 人。
- (d) 申請結果將會盡快以書面通知申請人。未經許可，不得增加協辦機構或更改申請表所列的協辦機構。
- (e) 申請獲批准後，如須向申請人收取費用，將會寄發繳費通知書予申請人付款。租用九龍城社區會堂／中心設施收費項目列載於附件 I。
- (f) 申請人應盡早按繳費通知書所載方式付款。證明費用已收訖的繳費通知書會作為使用場地及設備的許可證，申請人須在擬定活動開始之前，向社區會堂／中心負責人員出示。申請人切勿交付現金予社區會堂職員。
- (g) 申請人當場如未能出示證明費用已收訖的繳費通知書或豁免繳費批准書，即不得使用場地及設備。
- (h) 申請獲批准後如擬更改活動性質或申請表格內所列的細節，須於活動舉行 14 個工作天前以書面方式提出並詳列理由。所有更改事項須經再次審批。
- (i) 申請人如擬取消活動，須於活動舉行 14 個工作天前給予通知。申請人日後可憑證明費用已收訖的繳費通知書獲安排退回已繳款項。
- (j) 如申請人已租用的場地因緊急支援安排之故須預留供政府部門使用，例如讓受颱風影響的市民棲身，或當有關設施用作臨時避寒／避暑中心時供尋求庇護者使用等，會盡早通知受影響的申請人。申請人可憑證明費用已收訖的繳費通知書獲退回已繳款項。
- (k) 如申請人沒有依時到場，而且沒有按上文(h)項所規定給予通知，已繳款項概予沒收。
- (l) 如收費活動獲豁免繳費，申請人須在活動完結後一個月內，遞交自行核證的帳目報表(載於附件 II)，證明沒有從活動得到收益。申請人獲豁免繳費而其後被發現不符合資格獲得

豁免，必須補付原獲豁免的費用。申請人在提交自行核證的活動帳目報表時無須提交單據及證明文件。但由於民政事務處會對獲豁免繳費的收費活動的帳目報表作抽樣查核，申請人必須保留有關活動的單據及證明文件兩年。民政事務處日後如選擇有關的自行核證活動帳目報表作抽樣查核時，申請人須提交有關單據及證明文件。

4. 可供租用時間及設施

(a) 社區會堂／中心設施可供租用時間如下：

星期一至日上午 9 時至晚上 10 時，每日分為 6 節，除第 2 節外，每節 2 小時

第 1 節	上午 9 時至 11 時
第 2 節	上午 11 時至下午 2 時
第 3 節	下午 2 時至 4 時
第 4 節	下午 4 時至 6 時
第 5 節	下午 6 時至晚上 8 時
第 6 節	晚上 8 時至 10 時

申請人可按所舉辦活動的需要租用超過 1 節時段。

(備註：農曆正月初一至初三暫停開放。)

(b) 申請人可租用社區會堂／中心下列設施：

設施	紅磡社區會堂設備	啟德社區會堂設備
1. 多用途禮堂	<p>可容納 450 個座位，全部為非固定座位。</p> <p>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。</p> <p>(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>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>可容納 450 個座位，全部為非固定座位。</p> <p>設備包括摺枱 15 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 3 支、無線手咪 4 支、咪 4 支及頭咪 4 支)、舞台橫額吊杆、直立式鋼琴 1 台、活動展板 10 幅、另有男女化妝室各一。</p> <p>(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>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>

2. 會議室	設備包括30張椅、5張摺枱、1塊白板、投影機及掛牆投影幕，適合舉行小型會議。	設備包括30張椅、4張摺枱、1塊白板、投影機及掛牆投影幕，適合舉行小型會議。
3. 多用途活動	<p>設備包括50張椅及3張摺枱，移動式音響系統 1套（連無線及有線手咪各2支），適合舉行小型會議、研討會及興趣小組等活動。</p> <p>(備註：租場者需留意，如多用途活動室用作臨時避暑或避寒中心，九龍城民政事務處會最遲於租用當日通知取消有關租用申請。)</p> <p>使用移動式音響系統優先次序如下：</p> <p>(i) 如遇多用途禮堂的音響系統失靈時，移動式音響系統將成為該場地的後備音響系統；</p> <p>(ii) 多用途活動室；</p> <p>(iii) 會議室；</p> <p>(iv) 舞台會客室。</p>	不適用
4. 舞台會客室	設備包括20張椅，適合舉行小型會議。	設備包括25張椅及2張枱，適合舉行小型會議。

- (c) 每逢星期三上午 11 時至下午 4 時紅磡社區會及啟德社區會會按需要實施租用分隔禮堂。上述時段的分隔禮堂申請會獲優先處理，如接獲兩個團體申請租用分隔禮堂，九龍城民政事務處會按《租用九龍城區社區會堂／中心設施指南和條件》所載的優先租用團體次序處理，先批出禮堂的前半部份場地，包括舞台及音響設施予首名優先團體，另一個團體則使用禮堂的後半部份場地。如接獲超過兩個團體申請，而其中有兩個團體屬於同一優先類別，會以抽籤方式作決定。

民政事務總署現正擬定租用分隔禮堂的收費，在收費安排落實前，九龍城民政事務處只接受獲豁免租用社區會堂設施收費的團體的申請。

- (d) 租用分隔禮堂最低參加人數不得少於 10 人，上限為 150 人。租用分隔禮堂的團體不得舉辦聲浪過大的活動影響禮堂內的其他使用者，例如舞龍、舞獅、音樂會、粵劇表演等。

(e)

5. 預訂機制

- (a) 申請人最早可於舉辦活動的季度(即一至四月、五至八月、九至十二月)前四個月向九龍城民政事務處申請預訂場地，例如預訂在明年一至四月使用設施，最早可於九月起遞交申請表格。申請人可申請舉辦單次或以四個月為限的活動，惟同一申請人不可於四個月內預訂使用設施超過 128 小時。
- (b) 為方便申請人提出預訂申請，申請人在每季度開始前四個月的首 5 個工作天可向九龍城民政事務處遞交填妥的申請表(一式兩份)。如在同一時段同一場地有兩個或以上團體遞交申請表格，會按下列申請團體優先次序批出場地，其他申請會以抽籤方式決定。若同時接獲兩個或以上屬同一優先類別的申請，亦會以抽籤方式作決定。申請人須以書面方式提出預訂申請，電話或口頭方式預訂概不接受。

優先租用團體：

- (i) 政府部門；
- (ii) 九龍城區議會、九龍城區議會轄下委員會／工作小組；
- (iii) 九龍城民政事務處轄下的委員會，如分區會、青少年活動委員會等；
- (iv) 九龍城區議會議員辦事處；
- (v) 九龍城區內業主立案法團、業主委員會、互助委員會；
- (vi) 九龍城區內政府部門認可的地區團體。

- (c) 抽籤會先處理單次的活動申請，其後才處理季度內連續多次的活動申請。
- (d) 星期六及日的第 3 節至第 6 節時段，多用途禮堂會優先給予舉辦至少有 100 名參加者的單次大型活動的團體，大型活動指綜合表演、音樂會、話劇等。
- (e) 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。
- (f) 九龍城民政事務處會於每季度第一個月的最後一個工作天前把抽籤結果通知申請人，並會在社區會堂／中心內公佈抽籤結果及未被租用的時段。
- (g) 經抽籤後，如尚有未被租用的時段，九龍城民政事務處將接受候補申請。候補申請人須於活動舉辦至少四個星期前向本處遞交申請表格，候補申請會以先到先得形式處理。如同一時段同一場地有多於一份候補申請同日遞交，則會按第 5(b)至(d)段所載方式辦理，並盡快通知申請人抽籤結果。如候補申請人未能依照指定時間遞交申請，九龍城民政事務處將按其申請舉辦的活動性質另行審議。

6. 申請人須遵守的規則及條件

- (a) 為確保消防安全，申請人須遵照下列規則及條件：

戶外及戶內活動／項目

- (i) 租用的場所必須用作舉行指定的活動／項目；
 - (ii) 不得更改所租場所的結構設計或間隔，致令場所的負荷量超出指定限度，或對緊急逃生構成困難；
 - (iii) 不得使用易燃的裝飾物；
 - (iv) 如設置觀眾座椅，須把座椅分組相扣，每組不少於 4 張，每行不多於 14 張；
 - (v) 電線須放置在適當地方，以免對觀眾／參加者構成危險；
 - (vi) 不得在舞台設置易燃的布景或裝飾物；
 - (vii) 不得在場內掛設易燃的充氣氫氣球；
 - (viii) 所有出口門均不得上鎖；
 - (ix) 所有樓梯、出口及走廊均須保持暢通無阻，並有足夠照明。
- (b) 所辦聚會或活動必須按照申請人先前提交的程序進行。
 - (c) 除非事先獲得社區會堂／中心負責人員許可，申請人使用禮堂時，不得張貼或懸掛海報、標語、橫額或肖像。申請人須在活動進行期間，維持場內秩序及紀律良好，不得高呼口號或進行任何擾亂公共秩序的活動。不得在地上灑粉末，以及不得使用發放紙碎的禮炮。
 - (d) 申請人須為會場布置承擔責任，例如座位等，以及不得在牆壁、家具及其他設備打上釘子或加上難於清除的物料，例如油漆或其他相類物料。場內的設備、家具或構造物如有任何損壞，申請人須負責賠償。
 - (e) 申請人須在活動結束後把場地回復舊貌及清理場地。
 - (f) 除非事先獲得社區會堂負責人員許可，否則不得在社區會堂任何地方加設電器及照明設備。
 - (g) 不准在社區會堂／中心的設施內進食，如有特別情況須要在場地內進食，申請人必須事先

向民政事務處提出書面申請。

- (h) 申請人可自備音響器材。如上演戲劇或舉行其他表演而需使用會堂提供的音響器材或燈光設備，須於申請租用場地時一併提出申請。如獲批准，申請團體須提供有經驗技術員或操作員操作控制台，並通知社區會堂負責人員。申請人對活動引致的任何損壞負上全責。
- (i) 九龍城民政事務處職員有權隨時進入申請人所租用社區會堂的任何地方，並可因應當時的情況，就申請人繼續使用場地，增訂條件。如申請人不遵守該等條件，民政事務處職員可隨時終止其使用權，以及要求所有人離開場地。
- (j) 任何人士不得在社區會堂／中心的範圍內有任何金錢交易(包括但不限於索取打賞、售賣及募捐等活動)。
- (k) 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／中心設施。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。
- (l) 民政事務總署已與香港作曲家及作詞家協會有限公司、香港音像版權有限公司和香港音像聯盟有限公司就在九龍城區社區會堂／中心表演由該三家機構控制或管理的版權文學作品和音樂作品、播放或放映錄音製品、音樂錄像和卡拉 OK 錄像製品簽訂特許協議。申請人如在紅磡社區會堂表演、播放及／或放映的版權作品由該三家版權特許機構控制或管理，而其表演、播放及／或放映該等作品並非相關特許協議所豁除，申請人無須另行向上述機構申請特許。豁除事項載於附件 V。申請人不得妨礙、阻礙或阻止上述機構為着行使相關特許協議所訂進入場地的權利(如有)而進入申請人使用的社區會堂／中心的任何地方。

除第 6(l)條另有規定外，申請人不得在社區會堂／中心或其任何部分使用(不論屬表演、放映或播放或其他方式)任何版權作品(包括但不限於歌詞、音樂、戲劇、預錄音樂、音樂錄像、卡拉 OK 錄像及影片)，除非申請人已自行支付費用及開支以取得並備存有關版權擁有人所規定或必要的一切所需批准、許可證或牌照。

在使用社區會堂／中心期間，申請人不得及須確保其獲授權使用者不會進行或作出任何侵犯任何人知識產權或任何其他權利的表演或作為。

- (m) 就第 6 條而言，“知識產權”指專利、商標、服務商標、商用名稱、設計產權、版權、網域名稱、數據庫產權、專門技能產權、新發明、設計或程序及其他知識產權，不論有關知識產權屬已知或日後產生(不論屬任何性質及在任何地點產生)，以及在個別情況下，有關知識產權是否已註冊，包括要求獲授任何該等權利的申請。

申請人如表演、播放及／或放映任何音樂版權作品，須填寫香港作曲家及作詞家協會有限公司的節目報表，並於最後一次表演的日期起計 30 天內把填妥的報表交回該協會。

申請人如需要有關的節目報表，可向九龍城民政事務處索取。

- (n) 申請人以及其成員、合伙人、僱員、承辦商、代理人及持牌人(下稱申請人的“有關連人士”)，不論是否應邀者，在使用或身處社區會堂／中心期間，須自行承擔風險。政府或其任何僱員、代理人或承辦商，均無須為下列任何事項或就下列任何事項負上任何法律責任：
 - (i) 不論何種原因(不論是否因為政府及其任何僱員、代理人或其他人士的任何作為、不作為、失責或疏忽)導致申請人或其任何有關連人士的任何財產有所損失或損壞；或
 - (ii) 申請人或其任何有關連人士受傷或死亡(除非該等傷亡是由政府或其任何僱員或代理人疏忽所致)。

而上述事情均由於申請人或其任何有關連人士使用社區會堂／中心而直接或間接引起的，或源於或關於申請人或其任何有關連人士使用社區會堂而直接或間接引起的。

(o) 申請人須就下列事項對政府作出彌償，並全面而有效地持續作出彌償：

- (i) 任何及所有共同或個別向政府威脅作出、提出或成立的申索(不論是否全部或部分成功、妥協、和解、撤回或中止)、訴訟、調查、索求、法律程序或判決(下稱“申索”)；
- (ii) 政府因任何申索或就任何申索須支付或招致的任何及所有關於法律責任的費用、損失賠償、損害賠償、訟費、收費或開支(包括所有法律費用及其他判給費用、訟費、付款、收費或開支)。

而上述事情均由於申請人或其任何有關連人士使用社區會堂／中心而直接或間接引起的，或源於或關於申請人或其任何有關連人士使用社區會堂／中心而直接或間接引起的，包括上文第 6(n)條所提述的任何損失、損壞、受傷或死亡(除非該等傷亡是由政府或其任何僱員或代理人疏忽所致)，以及任何人的知識產權或任何其他權利遭侵犯。

- (p) 如源於申請人或其任何有關連人士疏忽，而引致政府或其任何僱員、代理人或承辦商的任何財產有所損失或損壞，或政府任何僱員、代理人或承辦商受傷或死亡，申請人須向政府作出彌償，並全面而有效地持續作出彌償。
- (q) 就第 6(n)條，第 6(o)條及第 6(p)條而言，“疏忽”的涵義與《管制免責條款條例》(第 71 章)第 2(1)條給予該詞的涵義相同。
- (r) 申請人如不遵守或履行本文所載的任何規則及條件，九龍城民政事務處可取消申請人租訂社區會堂或終止申請人使用社區會堂／中心的權利。
- (s) 社區會堂／中心的核准使用時段完結並不損害本文所載任何可予遵守或履行的規則及條件，即使核准使用時段完結亦然(包括但不限於第 6(o)條及第 6(p)條)，而有關規則及條件須留存，並繼續對申請人具約束力，以及仍然具有十足效力及作用。
- (t) 九龍城民政事務處有權不批准任何申請人使用社區會堂／中心(包括其場地及設備)。
- (u) 九龍城民政事務處有權拒絕任何非租用場地的人士進入社區會堂／中心及使用場地設備。
- (v) 九龍城民政事務處保留隨時修改此租用守則的權利，而無須另行通知，同時亦保留一切有關租用事宜的最終決定權。

7. 其他事項

- (a) 如在使用社區會堂／中心期間，天文台發出 8 號或以上熱帶氣旋警告或黑色暴雨警告，禮堂、會議室、活動室及會客室將關閉，使用者須立即終止有關活動及離開社區會堂／中心，或逗留在社區會堂範圍直至情況安全才離開。
- (b) 如在租用時段前兩小時內，天文台發出 8 號或以上熱帶氣旋警告或黑色暴雨警告，該租用時段及受影響的時段將取消。社區會堂將於上述警告除下兩小時後開放，如有關警告在下午 6 時或以後除下，第 6 節的租用時段亦將取消。已預訂社區會堂／中心設施的人士，可致電 2621 3420 查詢。
- (c) 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。

九龍城民政事務處
二零一五年九月

社區會堂/社區中心設施收費表及豁免收費詳情 豁免收費詳情

- (1) 民政事務總署及政府其他部門可免費使用有關設施。
- (2) 屬於下列其中一種類別的機構如使用有關設施以舉辦非牟利活動，則可獲完全豁免收費：
 - (i) 資助福利機構；
 - (ii) 資助教育機構、津貼學校及非牟利學校；
 - (iii) 立法會議員辦事處和區議員辦事處；
 - (iv) 根據《稅務條例》(第112章)第88條獲豁免繳稅的慈善團體或慈善信託、根據《社團條例》(第151章)註冊的非牟利機構或根據《公司條例》(第32章)成立為法團的非牟利機構，而該等機構的會章或組織章程大綱規定當機構解散時，成員不會分攤任何利潤或資產；
 - (v) 政府認可的地方委員會，如青少年暑期活動分區統籌委員會、分區撲滅罪行委員會等等；
 - (vi) 政府認可的地區團體、如互助委員會、業主立案法團、業主委員會、街坊福利會等等。
- (3) 立法會和區議會的候選人如申請在提名結束後至選舉日期間，使用有關設施以舉辦選舉會議，則可獲完全豁免收費。

租用社區會堂/社區中心設施收費表

設施	收費(每小時)	備註
多用途禮堂-基本收費	\$90	申請人須自行聘請技術員操控燈光控制板，並須自行安排座位。
多用途禮堂-空調收費	\$140	
多用途禮堂-使用燈光控制板	\$18	
化妝室(男或女)-基本收費	\$6.5	
化妝室(男或女)-空調收費	\$7	
會議室/舞台會客室-基本收費	\$44	
會議室/舞台會客室-空調收費	\$10	
羽毛球場-基本收費	\$68	
羽毛球場-空調收費	\$140	
多用途活動室-基本收費	\$48	
多用途活動室-空調收費	\$11	

致：九龍城民政事務處

獲豁免租用社區會堂／中心設施租金

帳目報表

A 部：基本資料

社區會堂／中心名稱：_____

租用設施：_____活動名稱：_____

申請機構：_____

活動日期：_____活動時段：_____

參加人數：_____

B 部：收支結算（截至 _____）

(A)	收入總額（詳見 C 部）	元
(B)	開支總額（詳見 D 部）	元
(C)	收支結算 [(B)-(A)]	元

C 部：收入項目詳情

項目	數目/數量	單價(元)	收入總額(元)
例 1：參加者/觀眾收費			
例 2：X 公司贊助			
1.			
2.			
3.			
4.			
5.			
總額：			

D 部：支出項目詳情

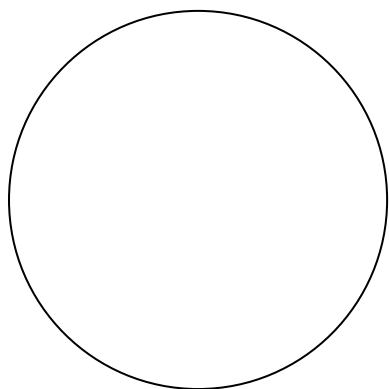
項目	開支總額(元)
1.	
2.	
3.	
4.	
5.	
總額：	

E 部：由申請機構的獲授權人所作的證明

1. 本人謹此證實上述資料正確無誤，而 C 部已詳列所有收入來源(包括所獲贊助和捐贈)，並無任何遺漏。
2. 申請機構及協辦機構(如有)

☐ 均沒有從活動中賺取利潤。

☐ 從活動中有賺取利潤，並同意向政府繳付應付設施租金。



申請機構的正式印鑑

簽署：_____

姓名：_____

職位：_____

機構名稱：_____

日期：_____

附註：

1. 此帳目報表只適用於獲豁免繳費的收費活動。
2. 如獲豁免繳費，申請機構須在活動完結後一個月內，向九龍城民政事務處提交帳目報表。
3. 申請機構在提交帳目報表時無須提交單據及證明文件。但由於民政事務處會對獲豁免繳費的收費活動的帳目報表作抽樣查核，申請機構必須保留有關單據及證明文件兩年。民政事務處日後如選擇有關活動作抽樣查核時，申請機構須提交有關單據及證明文件。
4. 在這份表格所提供的個人資料會用作核對豁免繳費的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料，可以書面向九龍城民政事務處的公開資料主任提出，地址：紅磡庇利街 42 號九龍城政府合署 8 樓。

違規記分制度

(甲) 架構

項目	違反規則和條件的事項	違規嚴重程度	所記分數
1	參加人數未達最低規定。	輕微違規	3
2	遲到 15 分鐘或以上。		
3	使用設施時輕微違規，例如在地板灑上粉末、沒有清理場地和把場地回復原狀等。		
4	輕微行為不當，例如在場地造成滋擾、沒有事先獲得民政事務處批准懸掛橫額、張貼海報或標語、進食等。		
5	未能在活動舉行日期 14 個工作天前給予通知而取消使用獲配時段。		
6	未能在活動舉行日期 14 個工作天前提出申請要求更改活動性質。		
7	未能出示租用社區會堂／社區中心設施的批准信。		
8	沒有依時交還場地。		
9	參加人數超過社區會堂／社區中心的最高人數限制。	嚴重違規	5
10	沒有在獲豁免繳費的收費活動完成後一個月內提交活動後帳目報表。		
11	沒有到場使用設施。		
12	沒有事先取得民政事務處批准而更改活動性質。		
13	令設施永久損壞，例如導致廣播系統和硬件需更換。租用機構需繳付更換設備的費用。	非常嚴重違規	10 (或視乎情況即時撤銷使用設施的批准)
14	嚴重行為不當和違規，例如吸煙、煮食、放煙火等。		
15	把獲配時段轉讓予另一機構。		
16	活動收費，與原本聲稱為非收費活動不符。		

(乙) 違規記分制度的規則

1. 違規記分制度以當區為計算基礎。
2. 根據違規記分制度，申請機構或租用者如違反規則或條件，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。對於有協辦機構的申請，只有申請機構或租用者須就違反規則或條件被記分。
3. 有關機構或租用者在 12 個月內累計被記滿 10 分或以上，即會被禁止於其後兩個申請季度在當區租用社區會堂／社區中心。所有導致有關禁令的分數將會被悉數撤銷。日後出現的違反規則和條件事項，會重新累計分數。如有關機構在該季及有其他租訂獲批，除非另有指示，否則仍可使用已獲分配的節數，直至該季為止。
4. 假如租用機構在同一活動有兩宗或以上違規事項，會先取該活動中記分較多的違規事項，以按上文第 3 段所載計算及禁止其申請租用社區會堂／社區中心。餘下未有計入上述申請禁令的違規事項所記較少的分數將會順延計算。
5. 有關機構如被發現違反規例或條件，會接到固定形式的警告信，列明違規性質、被記分數和有效期限。信中並會載列所有違規事項，以及累計被記 10 分或以上的後果。
6. 接到警告信的機構可在信件發出日起計兩星期內提出書面申述，交民政事務專員考慮。民政事務專員如認為申述有理，有權不予記分。

計算違規記分示例

假設機構可租訂社區會堂／社區中心設施，而租訂申請是按季處理，以及用抽籤方式分配時段。

例子 A

記分	3	5	3
違規日期	2010 年 6 月 1 日	2011 年 1 月 10 日	2011 年 6 月 5 日
總累記分數	3	8	8
在 2011 年 6 月 5 日，12 個月內累記分數只有 8 分，因為 2010 年 6 月 1 日所記的 3 分在 2011 年 6 月 1 日已經撤銷。			

例子 B

記分	3	5	3
違規日期	2010 年 6 月 1 日	2011 年 1 月 10 日	2011 年 5 月 28 日
總累記分數	3	8	11
在 2011 年 5 月 28 日，12 個月內累計共記 11 分，被禁止在下兩個季度租訂社區會堂／社區中心設施(即 2011 年第三季及 2012 年第一季)，而 3 宗違規事項被記的 11 分已悉數扣除。假設該機構在 2011 年第二季餘下時間有其他租訂獲批，除非另有指示，否則仍可使用已獲分配的節數，直至 2011 年第二季為止。在 2011 年 5 月 28 日後出現的違反規則和條件事項，會重新累計分數。			

例子 C

記分	3	5	3	10
違規日期	2010 年 6 月 1 日	2011 年 1 月 10 日	2011 年 5 月 28 日	2011 年 6 月 30 日
總累記分數	3	8	11	10
在例子 B 的情況後，該機構在 2011 年 6 月 30 日因違規被記 10 分，因此在首次被禁止租訂設施兩個季度之後，會再被禁止租訂設施兩季，亦即該機構被禁止租訂設施為期共 16 個月。				

2. 假如租用機構在同一活動有兩宗或以上違規事項，會先計算記分較多的一宗，餘下一宗違規事項所記較少的分數將會順延計算。詳情說明如下：

例子 D

記分	3	3	3 5	5 3
違規日期	2010 年 6 月 1 日	2011 年 1 月 10 日	2011 年 5 月 28 日	2012 年 4 月 3 日
總累記分數	3	6	11+3 (3 分順延計算)	11

在 2011 年 5 月 28 日，機構在同一活動被發現有兩宗不同的違規事項，而違規記分較多的一宗為 5 分，因此先計算該 5 分，而另一違規事項被記的 3 分將會順延計算。這 5 分加上先前於 2011 年 1 月 10 日累記的 6 分，累計共 11 分，該機構會被禁止在其後兩個季度租訂社區會堂／社區中心設施(即 2011 年第三季及 2012 年第一季)，而因 3 宗違規事項被記的 11 分將會悉數被扣除。2011 年 5 月 28 日同一活動的另一宗違規事項被記的 3 分，會順延計算。2012 年 4 月 3 日再發現兩宗違規事項。在計及 2011 年 5 月 28 日順延計算的 3 分，加上 2012 年 4 月 3 日被記的 8 分，12 個月內累記共 11 分，新的兩宗違規事項均已計算，該機構因而再被禁止租訂設施。

民政事務總署已就在社區會堂／中心表演有版權的文學作品和音樂作品、播放或放映錄音製品、音樂錄像和卡拉 OK 錄像製品，與香港作曲家及作詞家協會有限公司、香港音像版權有限公司和香港音像聯盟有限公司簽訂特許協議。申請人如在社區會堂／中心表演、播放及／或放映的版權作品由該三家版權特許機構控制或管理，而其表演、播放及／或放映該等作品並非相關特許協議所豁除，申請人無須另行向上述機構申請特許。有關的豁除事項節錄如下。

除外條款 / 不包括的權利 / 權利保留

香港作曲家及作詞家協會 – 除外條款

本牌照合約不得擴展為或包括以下授權：

- (a) 任何於螢光幕牆的影像音樂播放；
 - (b) 使演出作品能在持牌場所地域之外被聽見/看見的權利；
 - (c) 複製任何本協會之曲目；
 - (d) 有關任何涉及聲音或影像紀錄之版權。
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香港音像聯盟 – 權利保留

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Guidelines and Conditions on Application for the Use of Facilities in Kowloon City District (September 2015)

1. This guideline is applicable to all Community Hall (CH)/Community Centre (CC) in Kowloon City District unless specified.

2. Eligibility criteria

The eligibility criteria for the use of CH/CC are as follows:

- (a) The applicant should be a registered society, a charitable/non-profit making/non-commercial organization, a school, a Government recognized district committee/organization, or a Government Department. Application from organization/body or individual other than the above will be examined separately by the Kowloon City District Office (KCDO) on the basis of the nature of the activities.
- (b) The proposed activities must be in the interest of the public or serve the purpose of community building. Activities of commercial nature, in breach of the law or liable to cause social disorder will not be allowed.

3. Procedure for application/payment of charges

- (a) The applicant should submit, four months before the date of the activity for quarterly advance bookings (i.e. January to April, May to August, September to December), or four weeks in advance of the date of activity, a completed application form (in duplicate) to the KCDO setting out the co-organizer, if any, specifying the purpose and the programme of the proposed activities. The applicant may apply for waiver of hire charges at the same time if it and its co-organizer (if any), can satisfy the conditions set out in Annex I. The completed Application Form may be sent to the KCDO in person, by fax, by post or by email (address: Kowloon City District Office, 8/F, No. 42 Bailey Street/fax: 3691 8897/email: ch_kc@had.gov.hk).
- (b) Application forms are obtainable at the CH/CC or KCDO and the homepage of Home Affairs Department (www.had.gov.hk). Enquiry telephone number: 2621 3420.
- (c) For booking for the use of multi-purpose hall, the minimum number of participants should not be less than 10.
- (d) The applicant will be informed in writing of the outcome of its application as soon as possible. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.
- (e) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required. Rates of charges and exemption from payment of charges for use of the CH/CC is at Annex I.
- (f) The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note will serve as a permit for use of the facilities and should be presented to the officer-in-charge of the CH/CC before the scheduled activity commence. No cash should be handed to any staff members of the CH/CC.
- (g) The applicant shall be refused the use of the venue and facilities if the receipted Demand Note or the letter of approval for exemption of payment cannot be produced at the venue.
- (h) If amendments regarding the proposed activity or details in the application form have to be made after approval is given, the applicant should provide written notification with explanation 14 working days before the date of activity. Regarding such amendments, the applications have to be reconsidered.
- (i) Written notification of cancellation of the proposed activities should be submitted 14 working days in advance. Necessary action will be taken to refund any payment already made on production of receipted Demand Note.
- (j) If the venue has to be reserved for departmental use under emergency relief arrangement, for example, to

accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, the applicant so affected will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.

- (k) If an applicant fails to turn up by the approved time slot without the notification required by (h) above, any amount paid will be forfeited.
- (l) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at **Annex II**) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant is found not eligible for waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant needs not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.

4. **Time and facilities available for Hiring**

- (a) Sessions available for hiring the **CH/CC** are as follows:

1st session	9:00 a.m. to 11:00 a.m.	Monday to Sunday 9:00 a.m. to 10:00 p.m., 6 sessions a day, 2 hours for each session except for the 2nd session
2nd session	11:00 a.m. to 2:00 p.m.	
3rd session	2:00 p.m. to 4:00 p.m.	
4th session	4:00 p.m. to 6:00 p.m.	
5th session	6:00 p.m. to 8:00 p.m.	
6th session	8:00 p.m. to 10:00 p.m.	

Applicants may apply for more than 1 session.

(Remarks: The **CH/CC** is closed on the first three days of the Lunar New Year)

- (b) Facilities in the **CH/CC** available for hiring are as follows:

Venue	Hung Hom Community Hall (HHCH) Facilities	Kai Tak Community Hall (KTCH) Facilities
1. Multi-purpose Hall	<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</p>	<p>450 chairs, 15 folding tables, 1 white board, projector, projector screen, DVD player, stage lighting system, sound system (3 wired handheld microphones, 4 wireless handheld microphones and 3 wireless lavalier microphones and 4 wireless headset microphones), stage banner gallows, 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</p>

	<p>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>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>
2. Conference Room	30 chairs, 5 folding tables, 1 white board, projector and projector screen; suitable for holding small scale conference.	30 chairs, 4 folding tables, 1 white board, projector and projector screen; suitable for holding small scale conference.
3. Multi-purpose Room	<p>50 chairs and 3 folding tables; 1 set stand-alone PA system (2 wired microphones and 2 wireless microphones); suitable for holding small scale conference, seminar and group activities etc.</p> <p>(Remarks: If the venue has to be reserved and turned into a temporary heat or cold shelter, KCDO will notify the applicant of the cancellation on the day of using the facility.)</p> <p>Priority of use of stand-alone PA system is as follows :</p> <p>(i) If the sound system of the multi-purpose hall breaks down, the stand-alone PA system will be the backup;</p> <p>(ii) multi-purpose room ;</p> <p>(iii) conference room ;</p> <p>(iv) stage meeting room.</p>	Not applicable.
4. Stage Meeting Room	20 chairs; suitable for holding small scale conference.	25 chairs and 2 tables; suitable for holding small scale conference.

- (c) The multi-purpose hall of HHCH and KTCH will be sub-divided into two partitioned portions for applications on every Wednesday from 11:00 a.m. to 4 p.m. as necessary. Priorities are given to the applications of the partitioned halls for the designated booking timeslots. If two organizations submit applications for using the partitioned halls at the same timeslot, the applications will be processed in accordance with the order of priority of organizations set out in the Guidelines and Conditions on Application for the Use of Facilities in Kowloon City District. The front portion of

the hall including the stage and the sound system will be allocated to the organization with higher priority. The rear portion of the hall will be allocated to the other organization. If two or more applications from the same priority group are received, decision would be made by lots-drawing.

- (d) Home Affairs Department is now preparing the rates of charges for the booking of the partitioned hall. Before the rates of charges are confirmed, KCDO will only consider the application from the organization who is exempted from the payment of charges for use of facilities in **Kowloon City District**.
- (e) The number of participants using the partitioned hall should not be less than 10 and the maximum number is 150. An applicant using the partitioned hall is not allowed to conduct noisy activities that may disturb other users in the hall, e.g. dragon dance, lion dance, music concert, Cantonese opera performance etc.

4. Advance booking system

- (a) An applicant may submit the application four months before the quarter (i.e. January to April, May to August, September to December) of the function date. For example, application form may be submitted as early as in September for using the facilities from January to April in the next year. An applicant may apply for holding one-off activity or activity that lasts for as long as four months. However, the maximum hours an applicant may apply for within four months is 128.
- (b) To facilitate an applicant in making advance booking of the facilities in **Kowloon City District**, an applicant may submit the application (in duplicate) on the first five days at the beginning of a quarter 4 months before the function date. If two or more organisations have submitted applications for using the facilities in the same time slot, the applications will be processed in accordance with the priority set out as below. Other applications would be decided by lots-drawing. If two or more applications from the same priority group are received, decision will be made by lots-drawing. Applicant must submit application form for advance booking. Application by telephone or verbal booking is not accepted.

Order of priority of organisations:

- (i) Government departments;
 - (ii) Kowloon City District Council, Committees/Working Groups under Kowloon City District Council;
 - (iii) Committees of the KCDO, e.g. Area Committees, Youth Committee etc.;
 - (iv) Offices of the Kowloon City District Councillors;
 - (v) Owners' corporations, owners' committees and mutual aid committees in Kowloon City District;
 - (vi) Organizations based in Kowloon City recognised by the Government departments.
- (c) Lots-drawing will handle one-off activities first, and then continuous activities in the quarter.
 - (d) For multi-purpose hall, the 3rd to 6th sessions on Saturdays and Sundays will be given priority to applicants for organizing large scale activities with at least 100 participants, e.g. variety show, concert, drama etc.
 - (e) 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 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.
 - (f) The KCDO will give written approval letter to applicant organizations selected by lots-drawing before the last working day in the first month of the quarter. **The results of lots-drawing and the remaining sessions not being taken will be displayed in the CH/CC.**
 - (g) The KCDO will accept applications for the non-assigned sessions after the lots-drawing. An applicant should submit the application at least four weeks before the activity day. If two or more organisations have submitted applications on the same day for using the same facilities at the same session, they will be handled according to the procedures in 5(b) to (d) and the applicants will be informed of the results as soon as possible. If applicants cannot submit applications four weeks

before the activity day, KCDO will consider the applications separately according to the nature of the proposed activities.

6. Regulations and conditions to be followed by applicant

- (a) To ensure fire safety, the following regulations and conditions should be followed by the applicant:
- i. For both indoor and outdoor activities/functions
- The premises shall be used for the designated activities/functions.
 - No change shall be made to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
 - No decoration of readily combustible materials shall be used.
 - Chairs, if provided for audience, shall be battened together in groups of not less than four and not more than fourteen per row.
 - The power supply cable shall be so located that it will not constitute a hazard to the audience/attendees.
 - No scenery or decorations of readily combustible nature shall be erected on the stage.
 - No hydrogen-filled balloon of readily combustible nature shall be erected on site.
 - All exit doors shall remain unlocked.
 - All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.
- (b) The gathering or activity must be held in accordance with the programme previously submitted by the applicant.
- (c) No posters, slogans, banners or portraits may be posted or hung when using the hall, unless prior approval from the officer-in-charge has been obtained. The applicant shall maintain good order and discipline during the activity. Chanting of slogans or holding activities that disturb public order are prohibited. Sprinkling of powder on the floor and confetti crackers are not allowed.
- (d) The applicant shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar material on the walls, furniture and other equipment. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.
- (e) The applicant shall restore the facilities to their original conditions and clean up the place after use.
- (f) No additional electric appliances and lighting equipment are to be installed in any part of the CH/CC unless prior permission from the officer-in-charge has been obtained.
- (g) Eating is strictly prohibited in the CH/CC. Under special circumstances where eating in the venue is required, the applicant should submit written application to the KCDO in advance.
- (h) The applicant may provide its own sound equipment. If audio-visual or stage lighting equipment within the CH/CC is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant should make available an experienced technician or operator to operate the control panel and notify the officer-in-charge of the CH/CC. The applicant shall assume full responsibility for any damage caused.
- (i) Staff members of the KCDO shall have the right to enter, at any time, any part of the CH/CC used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe these conditions, the staff members may terminate the right of use at any time and have the place cleared.
- (j) No cash transactions (including but not limited to collection of tips, sale and fund raising activities) are allowed in the CH/CC.
- (k) 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 CH/CC may be revoked immediately where circumstances

warrant. If the applicant has been banned by the KCDO from using the CH/CC, the applicant cannot be the co-organizer. Details of the Demerit Points System are at Annex III. Examples of calculating demerit points are at Annex IV.

- (l) The Home Affairs Department has entered into licence agreements with Composers and Authors Society of Hong Kong Limited (CASH), Phonographic Performance (South East Asia) Limited and Hong Kong Recording Industry Alliance Limited for the performance of copyright literary and musical works, playing and showing of sound recordings, music videos and karaoke videos controlled or administered by the three licensing bodies at CH/CC. The applicant does not need to apply for an individual licence from these three copyright licensing bodies if the copyright works to be performed, played and/or shown by it at CH/CC are controlled or administered by these licensing bodies and its performance, playing and/or showing is not excluded by the relevant licence agreements. The exclusions in the relevant licence agreements are set out at Annex V. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of the HHCH used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.

Subject to clause 6(l), the applicant shall not use (whether by performing, showing or playing or otherwise) any copyright works (including but not limited to lyrics, music, drama, recorded music, music videos, karaoke videos and film) in the CH/CC or any part thereof, unless the applicant has obtained and maintained at its own cost and expense all necessary approvals, permits or licences which may be required or necessary from the relevant copyright owners.

The applicant shall not, and shall ensure that its authorized users shall not, engage in any performance or do any act which infringes the intellectual property rights or any other rights of any person in the course of using the CH/CC.

- (m) For the purpose of clause 6, “intellectual property rights” refer to patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising), and in each case whether registered or unregistered and including applications for the grant of any such rights.

If the applicant performs, plays and/or shows copyright musical works, the applicant shall complete CASH’s “Programme Return Form” and return the duly completed Form to CASH within 30 days from the date of last performance.

Applicant may ask KCDO for the “Programme Return Form” if in need.

- (n) The applicant, and its members, partners, employees, contractors, agents and licensees (each a “Related Person” and together “Related Persons” of the applicant) whether as invitees or otherwise, whilst using or present at the CH/CC are there entirely at their own risk. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:

- (i) any loss of or damage to any of the applicant’s property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or Negligence of the Government and any of its employees, agents or otherwise); or
- (ii) any injury to or death of the applicant or any of its Related Persons (save and except any such injury or death caused by the Negligence of the Government or any of its employees or agents),

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant or any of its Related Persons.

- (o) The applicant shall indemnify and keep the Government fully and effectively indemnified against:

- (i) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (the “Claims”); and
- (ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims,

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the

CH/CC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 6(n) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents), and any infringement of intellectual property rights or any other rights of any person.

- (p) The applicant shall indemnify and keep the Government fully and effectively indemnified against any loss of or damage to any property of the Government or of any of its employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Government arising out of the Negligence of the applicant or any of its Related Persons.
- (q) For the purposes of clauses 6(n), 6(o) and 6(p), “Negligence” shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).
- (r) The KCDO may cancel the applicant’s booking or terminate the applicant’s right of use of the CH/CC if the applicant fails to observe or perform any of the regulations and conditions contained herein.
- (s) The expiry of the approved period of use of the CH/CC shall be without prejudice to any of the regulations or conditions contained herein that are capable of being observed or performed notwithstanding such expiry (including but not limited to clauses 6(o) and 6(p)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.
- (t) The KCDO shall have the right not to grant the use of the CH/CC (including the facilities thereof) to any applicant.
- (u) The KCDO shall have the right not to allow any non-hirers to enter the CH/CC or to use the facilities.
- (v) The KCDO reserves the right to amend the Guidelines at any time without the need to issue separate notice, and also reserves the power to make final decision relating to the hiring of the CH/CC.

6. Others

- (a) The facilities of the CH/CC will be closed if Typhoon Signal No. 8 or above or Rainstorm Black Signal is issued by The Hong Kong Observatory. Users should take immediate action to terminate the activity and leave the CH/CC, or stay in the CH/CC until conditions are safe for them to leave.
- (b) If Typhoon Signal No. 8 or above or Rainstorm Black Signal is issued by The Hong Kong Observatory within two hours before the booked session, the session will be cancelled. The CH/CC will reopen 2 hours after the cancellation of the above signals. If the signal calls off at or after 6:00 p.m., the bookings in the 6th session will be cancelled. Those who have booked the CH/CC facilities may call the KCDO at 2621 3420 for enquiries.
- (c) 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..

Kowloon City District Office

September 2015

**Rates of charges and exemption from payment of charges
for use of Community Halls/Community Centres**

**Exemption from payment of charges for use of facilities
in Community Halls and Community Centres**

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organisations belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities:
 - (i) Subvented welfare agencies;
 - (ii) Subvented educational institutions, subvented schools and non-profit making schools;
 - (iii) Offices of the Legislative Councillors and District Councillors;
 - (iv) Charitable institutions exempted from tax under section 88 of the Inland Revenue Ordinance (Cap.112) or trust of a public character, non-profit making organizations registered under the Societies Ordinance (Cap. 151) or non-profit making organisations incorporated under the Companies Ordinance (Cap. 32) and all their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution;
 - (v) Local committees recognized by the Government, such as Summer Youth programme District Co-ordinating Committees, District Fight Crime Committees, etc;
 - (vi) Local organisations recognized by the Government, such as Mutual Aid Committees, Owners' Corporations, Owners' Committees, Kaifong Welfare Associations etc.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Rates of charges for use of facilities in Community Halls/Community Centres

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall – basic charge	\$90	Applicant to provide his own technician to operate the lighting panel and to arrange for seating.
Multi-purpose Hall – air-conditioning charge	\$140	
Multi-purpose Hall – using the light panel	\$18	
Dressing Room (Male or Female) – basic charge	\$6.5	
Dressing Room (Male or Female) – air-conditioning charge	\$7	
Conference Room/Stage Meeting Room - basic charge	\$44	
Conference Room /Stage Meeting Room – air-conditioning charge	\$10	
Badminton Court – basic charge	\$68	
Badminton Court – air-conditioning charge	\$140	
Multi-purpose Room – basic charge	\$48	
Multi-purpose Room – air-conditioning charge	\$11	

To: Kowloon City District Office

Exemption of Charges for Use of Facilities in Kowloon City District**Statement of Account****Section A : Basic Information**

Name of Community Hall/Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Organization: _____

Date of Activity: _____ Period of Activity: _____

Number of participant: _____

Section B : Balance (up to _____)

(A)	Total Income (Details at Section C)	\$
(B)	Total Expenditure (Details at Section D)	\$
(C)	Balance [(B)-(A)]	\$

Section C : Details of Income

Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participants'/audience's fee</i>			
<i>e.g. 2 : Sponsorship by Company X</i>			
1.			
2.			
3.			
4.			
5.			
Total :			

Section D : Details of Expenditure

Items	Expenditure (\$)
1.	
2.	
3.	
4.	
5.	
Total :	

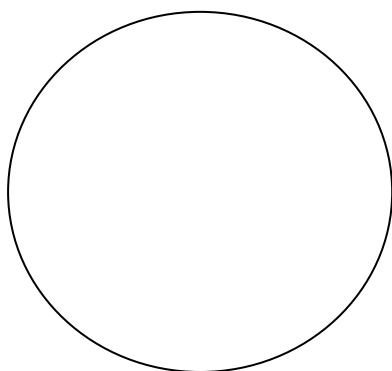
Section E : Declaration by Authorized Person of Applicant Organization

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.

2. Applicant organization and co-organizer(s)(if any)

☐ have not made any profit from the activity.

☐ have made profit from the activity and agree to pay the hiring charges to the Government.



Official Chop of
Applicant Organization

Signature : _____

Name : _____

Post : _____

Name of Organization : _____

Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall/community centre.
2. If a fee-charging activity has been exempted from charges, the applicant organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant organization need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, address: Kowloon City District Office, 8/F, No. 42 Bailey Street, Hung Hom, Kowloon City.

Demerit Points System

(A) Structure

Items	Breaches of Regulations and Conditions	Seriouss of Breach	Demerit Points
1	Number of participants below the minimum requirement.	Minor Breaches	3
2	Late for 15 minutes or more.		
3	Minor breaches on the use of facilities, such as sprinkling of powder on the floor, failed to clean and restore the venue, etc.		
4	Minor misconduct, such as causing nuisance, hanging banner, putting up poster or slogans, eating at the venue without prior approval of DO.		
5	Cancellation of allocated timeslot with less than 14 working days' advance notice before the date of the activity.		
6	Failed to submit an application for approval for alteration of the nature of activity 14 working days or more before the date of the activity.		
7	Failed to produce the approval letter for use of facilities in CH/CC.		
8	Failed to vacate the venue on time.		
9	Number of participants exceeds the maximum capacity of respective CH/CC.	Serious Breaches	5
10	Failed to provide post-activity statement of account within one month of completion of a fee-charging activity which has been exempted from charges.		
11	Failed to turn up.		
12	Altered the nature of activity without prior approval of DO.		
13	Permanent damage of the facilities, such as PA system, hardware that needs replacement. The organization is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
14	Serious misconduct, breaches, such as smoking, cooking and playing fireworks.		
15	Transfer of the allocated timeslot to another organization.		
16	Holding of fee-charging activities against the original claim of non-fee charging		

(B) Rules under the Demerit Points System

1. The Demerit Points System is district-based.
2. Under the Demerit Points System, an applicant organization or hirer will get demerit points for breaching regulations and conditions. Demerit points are given for each breach and counted individually, irrespective of whether the breach takes place in the same activity. Each breach will attract demerit points ranging from 3 points for a “Minor Breach”, 5 points for a “Serious Breach” to 10 points for a “Very Serious Breach”, having regard to the seriousness of the breach. For an application which includes a co-organizer, only the applicant organization or hirer will be served the demerit points for breaches of regulations and conditions.
3. Once an organization or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs within the same District in the next two quarters. All the points that led to the ban will be cleared. Demerit points arising from new breaches of guidelines and regulations will be counted afresh. If the organization concerned has been allocated other sessions in the present quarter and the next quarter, it may continue to use the allocated sessions up to the quarter(s) concerned unless otherwise directed.
4. In the event that an organization commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first for the purpose of imposing a ban from booking of CH/CC facilities, as under paragraph 3 above. The remaining lower demerit points incurred from the other breaches committed in the same activity, which have not been counted for imposing the ban, will be carried forward.
5. An organization which is found to have breached the regulations and conditions will be issued with a standard warning letter stipulating the nature of breach, the demerit points served and the validity period. A summary of all breaches will also be listed in the letter. The consequences of accruing 10 points or more by the organization will also be stated in the letter.
6. The organization concerned may submit a written representation for the District Officer’s consideration within two weeks from the issue date of the warning letter. The District Officer has the authority not to give any demerit points if he/she finds the representation justified.

Examples of Calculating Demerit Points

Assuming that advance booking is allowed, that applications for use of CH/CC facilities are processed on a quarterly basis and that timeslots are allocated through a ballot system.

Example A

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	5.6.2011
Total demerit points accrued	3	8	8
On 5.6.2011, only 8 points had been accrued within a period of 12 months because the 3 points incurred on 1.6.2010 had lapsed by 1.6.2011.			

Example B

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	28.5.2011
Total demerit points accrued	3	8	11
On 28.5.2011, 11 points had been accrued within a period of 12 months. A ban from bookings in the next two quarters (that relate to bookings for use of CH/CC facilities in Q3 of 2011 and Q1 of 2012) was imposed. All the 11 points arising from the 3 breaches were cleared. Assuming that the organization concerned had other successful bookings for use of CH/CC facilities in the remainder of Q2 of 2011, it may continue to use the allocated sessions up to Q2 of 2011 unless otherwise directed. Demerit points arising from new breaches of guidelines and regulations will be counted afresh after 28.5.2011.			

Example C

No. of points	3	5	3	10
Date of breach	1.6.2010	10.1.2011	28.5.2011	30.6.2011
Total demerit points accrued	3	8	11	10
Following Example B above, the organization committed a 10-point breach on 30.6.2011. Another ban from booking in the two quarters following the two quarters under the first ban was imposed. That means, the organization will not be allowed to submit application for a total period of 16 months.				

2. In the event that an organization commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first. The remaining lower demerit points incurred from the other breaches committed in the same activity will be carried forward. Details are illustrated below.

Example D

No. of points	3	3	3 5	5 3
Date of breach	1.6.2010	10.1.2011	28.5.2011	3.4.2012
Total demerit points accrued	3	6	11+3 (3 points carried forward)	11

On 28.5.2011, two separate breaches were found in the same activity. Since the highest demerit points incurred in this activity was 5, the 5-point breach was counted first while the 3-point breach would be carried forward. 11 points were then accrued when 5 points were added to the original 6 points accrued on 10.1.2011. A ban from bookings in the next two quarters (that relate to bookings for use of CH/CC facilities in Q3 of 2011 and Q1 of 2012) was imposed and the 11 points arising from 3 breaches would be cancelled after the ban was imposed. The remaining 3 points from the remaining breach incurred in the same activity on 28.5.2011 would then be carried forward. On 3.4.2012, another two breaches were found. Since the addition of the 3 points brought forward from 28.5.2011 and the 8 points incurred on 3.4.2012 resulted in an accrual of 11 points within 12 months, both new breaches were counted, thus necessitated the issue of another ban.

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