

西貢區議會備忘錄
西貢區社區會堂管理委員會暨西貢區社區中心管理委員會
二〇〇三年度工作報告

西貢區社區會堂管理委員會暨西貢區社區中心管理委員會二〇〇三年度第一至第三次會議，已分別於二〇〇三年三月六日、六月十一日及九月三十日舉行。會上討論的主要事項撮錄如下：

改善社區會堂／中心設施的意見

2. 委員備悉，西貢賽馬會大會堂裝設電動窗簾的工程已於二〇〇三年六月底順利完成。

社區會堂／中心的使用情況

3. 二〇〇三年一至十二月各社區會堂/中心的使用情況如下：

時段	平均使用率		
	西貢賽馬會 大會堂	景林 鄰里社區中心	翠林 社區會堂
上午七時至九時	62%	42%	53% (上午八時至 十一時)
上午九時至十一時	78%	87%	
上午十一時至下午二時	43%	56%	38%
下午二時至六時	77%	86%	73%
下午六時至八時	73%	85%	58%
晚上八時至十時	63%	93%	88%

新建成的社區會堂/中心

4. 委員備悉，將軍澳區內有兩所新建成的社區會堂，分別是位於健明邨的健彩社區會堂及尚德邨的尚德社區會堂。兩所會堂現正進行裝修工程，預計於二〇〇四年中移交西貢民政事務處，開放供團體使用。

租用社區會堂/中心的安排

5. 委員指出，有個別人士代某些團體遞交租場申請表格，令其他輪

候團體難以租用到理想場地。為了讓各團體有更公平機會租用場地，委員同意修改「租用西貢社區會堂/中心設備指南」，規定每位人士在同一時間只可為一個團體遞交申請表格。

6. 為了進一步善用資源和提高使用率，委員同意每個團體每個星期不可租用場地超過八小時的規定，只應針對第一輪申請而言。委員同意有關限制可於舉辦活動前一個月放寬，在這段時間內團體租用社區會堂/中心可沒有時限，以方便有需要的團體租用場地。

社區會堂／中心的缺席情況

7. 委員關注各社區會堂/中心的缺席情況，有些租用團體並沒有作事前通知，這樣既浪費資源，亦對其他租用團體不公平。民政事務處已提供標準回條，以方便團體儘快通知民政事務處取消租用場地。委員認為有需要對經常缺席而又不作事前通知的團體作出懲罰。

逾時交回場地問題

8. 對於有租用團體逾時交回場地，委員同意各租用團體有責任依時交回場地，如果租用團體預計所舉辦的活動可能有超時的情況，應在遞交申請時列明，以便安排。

西貢區社區會堂管理委員會
暨西貢區社區中心管理委員會
二〇〇四年三月

Memorandum for Sai Kung District Council
Annual Report (2003) of the Sai Kung District
Community Hall/Community Centre Management Committee

The 1st to 3rd Meetings (2003) of the Sai Kung District Community Hall/Community Centre Management Committee were held on 6 March, 11 June and 30 September 2003 respectively. The major issues discussed are summarized below:

Suggestions on Improving Facilities of Community Halls/Centre

2. Members noted that the installation of electrically operated curtains in Sai Kung Jockey Club Town Hall (SKJCTH) was completed in June 2003.

Utilization of Community Halls/ Centre

3. The figures in relation to the utilization of Sai Kung Jockey Club Town Hall (SKJCTH), King Lam Neighbourhood Community Centre (KLNCC) and Tsui Lam Community Hall (TLCH) from January to December 2003 were as follows:

<u>Sessions</u>	<u>Average Utilization Rates</u>		
	<u>SKJCTH</u>	<u>KLNCC</u>	<u>TLCH</u>
7 a.m. – 9 a.m.	62%	42%	53%
9 a.m. - 11 a.m.	78%	87%	(8 a.m. - 11 a.m.)
11 a.m. - 2 p.m.	43%	56%	38%
2 p.m. – 6 p.m.	77%	86%	73%
6 p.m. – 8 p.m.	73%	85%	58%
8 p.m. - 10 p.m.	63%	93%	88%

New Community Hall/Centre

4. Members noted the two new community halls in Tseung Kwan O -- the Kin Choi Community Hall at Kin Ming Estate and the Sheung Tak Community Hall at Sheung Tak Estate. Renovation works were being carried out in the two community halls. It was expected that the two community halls would be handed over to Sai Kung District Office in mid-2004 for public use.

Suggestions on Booking Community Halls/Centre in Sai Kung

5. Members pointed out that some individuals submitted applications on behalf of more than one organization at the same time, which caused other organizations unable to make

the desired bookings. In order to ensure a fair chance of booking amongst the organizations, members agreed to revise the Guidelines on the Use of Facilities Available at Community Halls/Centre in Sai Kung District to that each individual could only submit one application at a time for one organization.

6. To ensure better use of resources and enhance utilization, members agreed that the restriction on each applicant organization to book the venues for not more than 8 hours a week should only be imposed on the first round application. It could be relaxed one month prior to the holding of the activity. If the venue was still available, the organization could be allowed to submit its application regardless of the number of booking hours previously made.

Cancellation of Booking without Prior Notice

7. Members were concerned about the unuse of Community Halls/Centres without advance notice. This led to waste of resources and was also unfair to other organizations. Sai Kung District Office had provided standard reply slip to facilitate organizations to give prior notice of cancellation promptly. Members considered that punishment should be imposed on those organizations which frequently cancelled their booking without giving prior notice.

Late Return of Venues

8. On return of venues, members considered that the organizations should be responsible for returning the venues on time. If the organizations envisaged that their activities might be overrun, they should indicate this when they submitted venue booking application to facilitate the necessary arrangements.

Sai Kung District

Community Hall/Centre Management Committee

March 2004