

Guidelines on the Use of
Community Centres (CCs) / Community Hall (CH) in Wong Tai Sin
(March 2025)

1. Eligibility criteria

The eligibility criteria for the use of CCs/CH are as follows –

- (a) The activities to be held shall be in the public’s interest, and shall not violate any prevailing legislations under the Laws of Hong Kong, or involve any form of commercial promotion or profiteering purposes.
- (b) As a rule, applications from commercial organizations should not be accepted. Nevertheless, District Officer (Wong Tai Sin) / District Facilities and Works Committee (DFWC) under Wong Tai Sin District Council should be given discretion to approve applications from commercial organizations provided that the activity such as public consultation and briefing has a clear public interest dimension and is of public concern to the local community and that the provision of the venue in a CH/CC within the District will greatly facilitate the attendance and participation of the local community.
- (c) The applicant must be an organisation/group recognised/subvented by the Government or other non-profit making organisation. If the applicant does not belong to any of these organisations/groups, the application will be processed separately according to the programmes of the proposed activities.
- (d) Wong Tai Sin District Office shall stipulate policies governing the use of CCs/CH as and when required, allowing for a priority use of the facilities by designated organisations. For details, please refer to Annex III.
- (e) For optimal use of CCs/CH, a minimum number of participants has been set for the use of individual facilities:

	Minimum number of participants
Tsz Wan Shan Community Hall Hall in Tung Tau Community Centre	20
Hall in Wong Tai Sin Community Centre Hall in Fung Tak Community Centre Hall in Choi Wan Community Centre Hall in Chuk Yuen Community Centre Hall in Tsz Wan Shan (South) Community Centre	10

- (f) To encourage the use of the halls in Tsz Wan Shan Community Hall and Tung Tau Community Hall for hosting large-scale activities, if more than one applicant from the same priority group listed in (Annex III) applies for holding such activities, those intended for 200 or more participants will be given the first priority, whereas those intended for 50 to 200 participants will be given the second priority. If two or more applications from the same priority group are received at the same time, decision will be made by drawing lots.

- (g) Wong Tai Sin District Office reserves the right to make the final decision on any application.

2. Procedure for application/payment of charges

- (a) The applicant should submit, at least two weeks in advance, a completed application form to Wong Tai Sin District Office setting out the joint organiser/co-organiser, if any, specifying the purpose and the programme of the proposed activities. The applicant should apply for waiver of hire charges at the same time if it and its joint organiser/co-organiser, if any, can satisfy the conditions set out in Annex II.
- (b) Application form is valid only with the signature and chop of the applying organisation or its officer-in-charge.
- (c) Application forms are obtainable at Home Affairs Enquiry Centre, Sub-offices and CCs/CH of Wong Tai Sin District Office (for details, please refer to Annex I), and the homepage of Home Affairs Department (www.had.gov.hk). The completed application forms can be submitted by mail, fax, e-mail (only scanned true copy application form will be accepted by e-mail) or in person at office hours (i.e. 9:00 a.m. to 6:00 p.m. from Monday to Friday). Application for waiving of charges, supported by relevant documents, must be made together with the application for the hire of the facilities of venues. For details about the waiving of hire charges, please refer to Annex II.
- (d) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at Annex VI) 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 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 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. If the applicant fails to provide the receipts/supporting documents to District Office for inspection upon request, it will be required to pay back the exempted charges.
- (e) The applicant will be informed in writing of the outcome of application. Upon the approval of application, the applicant must give written notice for proposed changes to the details set out in the application form with detailed reasons at least 14 working days prior to the activity. All alterations will be re-examined prior to approval.
- (f) Notification of cancellation of the proposed activity must be given to Wong Tai Sin District Office at least 14 working days prior to the activity with detailed reasons. Upon approval, refund can be arranged for any payment already made.

- (g) On approval of the application, a demand note for the settlement of the hiring charges will be sent to the applicant by Wong Tai Sin District Office (except those whose charges have been waived). For details of payment, please refer to Annex V.
- (h) The applicant should settle the payment in the office of the Treasury stated on the demand note as soon as possible. The receipted demand note must be kept and should be presented to Wong Tai Sin District Office as a permit for use of the facilities before the scheduled activities can commence. No cash should be handed to any officers of CCs/CH.
- (i) The applicant must present the receipted demand note or the letter of approval (where payment has been exempted) for the use of the facilities in CCs/CH.
- (j) If an applicant fails to turn up without notification in accordance with guideline 2(f) above, any amount paid will be forfeited.
- (k) The applicant will be informed in writing of the outcome of its application as soon as possible. Any addition or change of the joint organiser/co-organiser as set out in the application form is not permitted without approval.
- (l) The applicant is not allowed to transfer the right for the use of the venue to other organisations;
- (m) 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.

3. Advanced Booking

- (a) To facilitate an applicant in making advanced booking of the facilities of CCs/CHs, an applicant may submit the application during the office hours (i.e. 9:00 a.m. to 6:00 p.m. from Monday to Friday) on the first six days three months in advance of the beginning of a quarter. For example, application form may be submitted at the office hours from 1 October to 6 October for using the facilities from January to March (the first quarter) next year. For application for the use of facilities from April to June (the second quarter), application form may be submitted from 1 January to 6 January and so on. An applicant may apply for holding one-off activity or activity that lasts for as long as three months.
- (b) During the prescribed period for submitting the application forms, if a number of organisations have submitted the applications for one venue at the same period, except the hiring organisations which have been given the priority, the applications of other applicants would be decided by drawing lots. If two or more applications from the same priority group are received at the same time, decision will be made by drawing lots. Applications submitted at other periods of time will be processed according to the order of the submission of applications. Approval will

be granted on a first come first serve basis. However, Wong Tai Sin District Office reserves the right of making final decision so as to handle individual cases on a discretionary basis.

- (c) Wong Tai Sin District Office will reserve Saturdays, Sundays and Public Holidays for the priority use of facilities by applicants holding one-off activities.
- (d) Individual applicant with special needs and wishing to hold consecutive group activities on Saturdays and Sundays is required to enumerate the detailed reasons. Wong Tai Sin District Office will make discretionary arrangement after consulting the views of the DFWC of Wong Tai Sin District Council.
- (e) Applicants must submit written advanced application. For time slots available for advanced booking, enquiries can be made at Wong Tai Sin District Office.

4. Schedule and Facilities for Booking

- (a) The time slots of CCs/CH open for booking in Wong Tai Sin District are:

Monday to Sunday from 8:00 a.m. to 10:00 p.m.

(Total 7 sessions each day, 2 hours per session -

8:00 a.m. to 10:00 a.m., 10:00 a.m. to 12:00 noon, 12:00 noon to 2:00 p.m., 2:00 p.m. to 4:00 p.m., 4:00 p.m. to 6:00 p.m., 6:00 p.m. to 8:00 p.m., and 8:00 p.m. to 10:00 p.m.)

(Remarks: Venues are temporarily closed on the first three days of Chinese Lunar New Year.)

- (b) An applicant can apply for using the multi-purpose hall, conference room, activity room (Tung Tau Community Centre only) and dressing room of CCs/CH. The addresses of the CCs/CH are listed in Annex I.

5. Regulations and Conditions to be followed by Applicants

- (a) Compliance with the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force:
 - (i) The applicant shall declare and ensure that no acts or activities which are likely to constitute or are likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, shall be engaged in the part(s) of the CH/CC hired by the applicant.
 - (ii) The applicant shall further declare and ensure that all acts and activities engaged in the part(s) of the CH/CC hired by the applicant shall comply with the laws in force in the HKSAR.
 - (iii) Conduct which may endanger national security or breach other

laws in force in the HKSAR will be reported to the law enforcement agencies.

(b) To ensure fire safety, the following regulations and conditions should be followed by applicants:

(i) General Requirement (for both indoor and outdoor activities)

- The number of participants should not exceed the maximum capacity of respective halls in CCs/CH set out below:

Wong Tai Sin Community Centre	200
Choi Wan Community Centre	350
Chuk Yuen Community Centre	250
Fung Tak Community Centre	350
Tsz Wan Shan Community Hall	400
Tsz Wan Shan (South) Community Centre	120
Tung Tau Community Centre	450

- The premises are used for the designated activities/functions.
- No change is 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 is used.
- Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
- The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
- No scenery or decorations of readily combustible nature should be erected on the stage.
- No hydrogen-filled balloon of readily combustible nature should 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.

(ii) For outdoor /activities

- The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings.
- Only electric lighting should be used for illumination purpose.
- Mill barriers should be set up to bar off attendees from performing area, P.A. and lighting control booth.
- One 9-litre water/CO₂ fire extinguisher should be provided at the following locations:
 - ✧ at the command post; and
 - ✧ at the main entrance.

(c) The activities must be held in accordance with the schedule previously submitted by the applicant. The applicant shall avoid creating too much noise that may affect other users of the hall of a CC.

- (d) The applicant shall not post or hang posters, slogans, banners or portraits; conduct auction, fund-raising or sales activity, nor allow eating nor animals except guide dogs in the CH/CC when using the facilities, unless prior approval from the District Office has been obtained. The applicant shall maintain good order and discipline during the activity. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder on the floor are prohibited.
- (e) 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.
- (f) The applicant shall maintain the good order of the participants during the activity and clean up the place after use.
- (g) The applicant may provide its own sound equipment. If audio-visual or stage lighting equipment within the CC/CH 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 CC/CH. The applicant shall assume full responsibility for any damage caused.
- (h) Staff members of the District Office shall have the right to enter, at any time, any part of the CC/CH used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances.
- (i) In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in clause 5(v) below, demerit points will be given for the breach. 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 all CCs/CHs and using CH/CC facilities as joint organizer/co-organizer in the district in the next two quarters or the use of CC/CH facilities may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at [Annex IV].
- (j) 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 CHs/CCs. 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 CHs/CCs 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 VII]. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CH/CC used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.

- (k)
 - (i) Subject to clause 5(j), 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 a 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.
 - (ii) 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.
- (l) For the purpose of Clause 5, “intellectual property rights” refer to patents, trademarks, 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.
- (m) 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.
- (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 CC/CH 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 CC/CH 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 CC/CH by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 5(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 5(n), 5(o) and 5(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) No smoking, cooking and playing fireworks is allowed in CCs.
- (s) If the applicant requires air-conditioning, application for such service has to be made at the time of submitting the application for using the venue and payment must be made. If the applicant is an exempted organisation, air-conditioning will be provided free of charge when there are 15 or more participants. Discretionary arrangement will also be made by Wong Tai Sin District Office for the default temperature of the air-conditioning system.
- (t) Wong Tai Sin District Office shall have the right not to grant the use of a CC/CH (including the facilities thereof) to any applicant. If necessary, Wong Tai Sin District Office can retrieve the venue already hired and revoke the permission.
- (u) Wong Tai Sin District Office reserves the right to amend the Guidelines at any time without the need to issue separate notice, and also reserves the final decision relating to the hire of the CH/CC.
- (v) The applicant shall further observe and comply with any additional rules, advice, regulations and special conditions as may be prescribed by the District Offices or DCs/DFWCs from time to time in relation to the use of CH/CC as the circumstances may require and ensure that its employees, agents, co-organisers, contractors and all other persons

admitted to the CH/CC shall also do so.

If the applicant fails to comply with any of the requirements or conditions set out in this document or any additional rules, advice, regulations and special conditions as may be prescribed by the District Offices or DCs/DFWCs from time to time, the District Office is entitled to cancel the confirmed booking, terminate the use of the CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC. The applicant shall vacate the CH/CC immediately under such circumstances.

Without prejudice to the generality of the foregoing, the District Office has the authority to interpret and make exceptions to the regulations and conditions contained herein.

- (w) 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 5(o) and 5(p)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

Wong Tai Sin District Office
March 2025

**List of Home Affairs Enquiry Centre, Sub-offices and
All Community Centres/Community Hall of Wong Tai Sin District Office**

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>	<u>Fax Number</u>	<u>Email Address</u>
1. Home Affairs Enquiry Centre of Wong Tai Sin District Office	Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2322 9701	2352 1841	--
2. Lower Wong Tai Sin Sub-office, Wong Tai Sin District Office	Room 106, Wong Tai Sin Community Centre, 104 Ching Tak Street, Wong Tai Sin	2350 0590	2324 4575	--
3. Fung Tak Sub-office, Wong Tai Sin District Office	Room G04, G/F, Fung Tak Estate Community Centre, 111 Fung Tak Road, Diamond Hill	2328 5195	2324 4590	--
4. Tsz Wan Shan Sub-office, Wong Tai Sin District Office	LG1, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2324 1871	2353 5871	--
5. Choi Wan Community Centre	38, Choi Fung Path, Choi Wan Estate, Ngau Chi Wan, Wong Tai Sin	3143 1159	3549 6051	cwecc_wts@had.gov.hk
6. Chuk Yuen Community Centre	11, Chuk Yuen Road, Wong Tai Sin	2752 9027	2353 5871	cyecc_wts@had.gov.hk
7. Fung Tak Community Centre	111, Fung Tak Road, Diamond Hill	2328 5618	2324 4590	ftecc_wts@had.gov.hk
8. Tsz Wan Shan Community Hall	LG2/F, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2752 9027	2353 5871	twsch_wts@had.gov.hk
9. Tsz Wan Shan (South) Community Centre	45, Wan Wah Street, Tsz Wan Shan	2350 1037	2324 4575	twssecc_wts@had.gov.hk
10. Wong Tai Sin Community Centre	104, Ching Tak Street, Wong Tai Sin	2350 1350	2324 4575	wtsc_wts@had.gov.hk
11. Tung Tau Community Centre	26, Lok Sin Road, Wong Tai Sin	3167 7419	3167 7420	ttcc_wts@had.gov.hk

**Exemption from Charges for the Use of
Community Centres/Community Hall**

1. The facilities may be made available to other Government departments and Home Affairs 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 Legislative Council members and District Council members;

 - (iv) Charitable institutions or trust of a public character which are exempted from tax under section 88 of the Inland Revenue Ordinance (Cap.112);

 - (v) Non-profit making organisations which are registered under the Societies Ordinance (Cap. 151); or incorporated under the Companies Ordinance (Cap. 622)/the Predecessor Ordinance (i.e. Companies Ordinance (Cap. 32)); and their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution;

 - (vi) local committees/organisations recognized by the Government, such as the District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, District Fire Safety Committees, Area Committees, Care Teams, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, 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.

**The Order of Priority for the Hire of
Community Centres / Community Hall in Wong Tai Sin and Their Facilities**

1. If more than one organisation applies for the use of the venue at the same time, Wong Tai Sin District Office will grant the use of the venue according to the following order of priority:

- a. District Office and other Government departments
- b. Owners' Incorporations in the district for holding one owners' annual general meeting attended by not less than 40 people and one owners' meeting attended by not less than 40 people each year
(The restriction on number of attendees is only applicable to hiring of halls.)
- c. Wong Tai Sin District Council, its committees/working groups, local committees and major district organisations based in Wong Tai Sin recognised by the Government, including Area Committees, Wong Tai Sin District Youth Community Building Committee, Wong Tai Sin District Youth Development and Civic Education Committee, Wong Tai Sin District Fight Crime Committee, Wong Tai Sin District fire Safety Committee, Wong Tai Sin District Arts Council, Wong Tai Sin Children's Choir, Wong Tai Sin District Recreation and Sports Council, Wong Tai Sin District School Liaison Committee and Wong Tai Sin District Healthy and Safe City
- d. Other organisations or bodies based in Wong Tai Sin which have been exempted the charges as stated in Annex II of this Guidelines
- e. Other organisations or bodies outside Wong Tai Sin which have been exempted the charges as stated in Annex II of this Guidelines
- f. Other organisations or bodies not mentioned above.

2. If two or more than two organisations (belonging to the same priority categories stated in item 1 above) apply for the same venue at the same time, decision will be made by drawing lots.

Demerit Points System**(A) Structure**

Items	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
1	Number of participants below the minimum requirement.	Minor Breaches	3
2	Late for 15 minutes or more.		
3	Minor misconduct or breaches, such as causing nuisance, sprinkling of powder on the floor, failed to clean and restore the venue, hanging banner, putting up poster or slogans, eating at the venue without prior approval of DO.		
4	Cancellation of allocated timeslot with less than 14 working days' advance notice before the date of the activity. ^{Note 1}		
5	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organizer(s) /co-organizer(s) 14 working days or more before the date of the activity. ^{Note 1}		
6	Failed to produce the approval letter for use of facilities in CH/CC.		
7	Failed to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective CH/CC.	Serious Breaches	5
9	Failed to provide post-activity statement of account within one month of completion of a fee-charging activity which has been exempted from charges, or failed to provide the receipts/supporting documents upon request.		
10	Failed to turn up.		
11	Altered the nature of activity or addition/change of eligible joint organizer(s)/co-organizer(s) without prior approval of DO.		
12	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)
13	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
14	Transfer of the allocated timeslot to another organization.		
15	Holding of fee-charging activities against the original claim of non-fee charging		
16	Conducting auction, fund-raising, sales activity without prior approval of DO.		
17	Addition of ineligible joint organizer(s)/co-organizer(s).		

Note 1: Taking into consideration of the time required for processing application, the penalty applies equally to an applicant whose application is made less than 16 working days from the day of the activity.

(B) Rules under the Demerit Points System

1. The Demerit Points System is district-based.
2. Under the Demerit Points System, an applicant organisation 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 organisation or hirer will be served the demerit points for breaches of regulations and conditions.
3. Once an organisation or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CCs/CHs 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 organisation concerned has been allocated other sessions in the present quarter and/or 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 organisation 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 CC/CH 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 organisation 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 organisation will also be stated in the letter.
6. The organisation 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.

**List of Charges for the Hiring of
Community Centres/Community Hall Facilities in Wong Tai Sin**

Facilities	Charges (per hour)	Remarks
Multi-purpose Hall -basic charges	\$105	Chairs provided. Applicant to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall -air-conditioning charges	Choi Wan Community Centre : \$160 Chuk Yuen Community Centre : \$160 Fung Tak Community Centre : \$160 Tsz Wan Shan Community Hall : \$160 Tung Tau Community Centre : \$160 Tsz Wan Shan (South) Community Centre: \$100 Wong Tai Sin Community Centre: \$100	
Multi-purpose Hall -using light control panel	\$21	Chairs provided.
Dressing Room (Male or Female) -basic charges	\$9	
Dressing Room (Male or Female) -air-conditioning charges	\$8.5	
Conference Room -basic charges	\$51	
Conference Room -air-conditioning charges	\$12	
Badminton court -basic charges	\$78	
Badminton court -air-conditioning charges	Choi Wan Community Centre : \$160 Chuk Yuen Community Centre : \$160 Fung Tak Community Centre : \$160 Tung Tau Community Centre : \$160	

To: Wong Tai Sin District Office

**Exemption of Charges for Use of Facilities in
Community Centre/Community Hall Statement of Account**

Section A : Basic Information

Name of Community Hall/Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Organisation: _____

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

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

Section D : Details of Expenditure

<u>Items</u>	<u>Expenditure (\$)</u>
1.	
2.	
3.	
4.	
5.	
Total :	

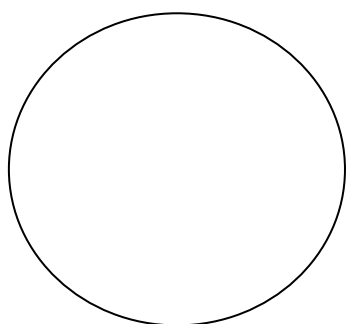
Section E : Declaration by Authorized Person of Applicant Organisation

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 organisation 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 Organisation

Signature : _____

Name : _____

Post : _____

Name of Organisation : _____

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 organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant organisation 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 organisation 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, Wong Tai Sin District Office (Address: 6/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon).

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