



學生事務處  
STUDENT AFFAIRS OFFICE  
香港恒生大學  
THE HANG SENG UNIVERSITY  
OF HONG KONG



The Hang Seng University of Hong Kong

Lee Shau Kee Complex

# Information for Users

(Updated in July 2021)

### 1) Facilities

The Lee Shau Kee Complex (“the Complex”) is located at Block B of the Hang Seng University of Hong Kong (“HSUHK” or “the University”) Campus. Sports-related facilities are located on the Ground Floor and the Second Floor.

<b>Ground Floor</b>	Indoor Swimming Pool	25-meter heating pool with six lanes. Water temperature will be maintained at around 28°C during winter season.
	Multipurpose Room	Approximately 70 square meters which can accommodate 30 people. Equipped with a computer and a projection system. When there is no advance booking, the room will also be used as a table tennis room.
<b>Second Floor</b>	Music Room	Approximately 15 square meters. The room is equipped with a keyboard, one drum set and a basic amplifier system.
	Sports Hall	Approximately 650 square meters with bamboo floating sports floor system. The Hall can be used as: <ul style="list-style-type: none"><li>a) One basketball court</li><li>b) One volleyball court</li><li>c) Four badminton courts</li></ul>
	Dance Studio	Approximately 90 square meters. Basic AV system is available.
	Fitness Center	Approximately 230 square meters. A range of aerobic and weight training machines are available for qualified users.

The outdoor multipurpose playground is located at Block M. It can be used as a tennis court, half basketball training court and other designated purpose.

## 2) Opening Hours

a) Sports Hall, Dance studio, Multipurpose room and Music Room:

- i. Monday to Friday: 08:30-22:30
- ii. Saturday and Sunday: 09:00-19:00

b) Fitness Centre:

- i. Monday to Friday: 08:30-14:30; 15:30-22:30
- ii. Saturday and Sunday: 09:00-13:00; 14:00-19:00

c) Indoor Swimming Pool:

- i. Monday to Friday: 08:30-14:30; 15:30-21:30
- ii. Saturday and Sunday: 09:00-13:00; 14:00-18:00

d) Outdoor Multipurpose Playground:

\*Please return all balls before 20:10 on Monday to Friday, and before 18:40 on Saturday and Sunday.

(Changing rooms will be closed in 30 minutes after the sports facilities are closed)

*Ball games (excluding tennis)	Monday to Friday	08:30-20:00
Other activities (ball games excluded)	Monday to Friday	08:30-22:00
Tennis	Saturday and Sunday	08:30-17:30

Sport facilities will be **closed on public holidays**.

**For special opening hours on public holidays and University holidays, please refer to the PE Unit website and eCampus.**

Opening hours	Public Holidays/ University Holidays
Closed	<ul style="list-style-type: none"> <li>• 4 continuous days of Easter Holiday (From Good Friday to Easter Monday)</li> <li>• Christmas and Boxing Day 25 and 26 December</li> <li>• New Year's Day (1 January)</li> <li>• Lunar New Year</li> </ul>
Closed at 13:00	<ul style="list-style-type: none"> <li>• Christmas Eve</li> <li>• New Year Eve</li> <li>• Lunar New Year Eve</li> </ul>
Closed at 16:00	<ul style="list-style-type: none"> <li>• Winter Solstice</li> <li>• Mid-Autumn Festival</li> </ul>

### 3) **Free Session**

HSUHK students and staff can use some of facilities at the Complex for free during the below time slots:

Facilities	Timeslots
<ul style="list-style-type: none"><li>• Sports Hall (Basketball and Badminton)</li><li>• Indoor Swimming Pool</li><li>• Multipurpose Room (Table Tennis)</li><li>• Fitness Centre</li></ul>	<ul style="list-style-type: none"><li>• Monday to Friday (excluding public holidays) 08:30 - 14:30</li><li>• Friday evening: 17:30 - 20:30</li></ul>

Please present HSUHK student or staff card for verification and registration. Non-staff and non-student users who are eligible to use the facilities are required to pay during free sessions.

### 4) **Booking Procedures and Priority**

- a) Please book the Sports Hall, the Dance Studio, the Multi-purpose Room and the Music Room via our online booking system with PE Coupons.
- b) Please purchase the Fitness Centre or the Swimming Ticket with PE Coupons at the PE Station on the Ground Floor or the Second Floor of the Complex.
- c) Holders of the Swimming and Fitness pass should check-in via the PE Station on the Ground Floor or Second Floor of the Complex.
- d) In case of adverse weather or when the Complex decides to close the facilities due to other circumstances, arrangements and refund policy will be announced on eCampus. Related fee (if any) will be refunded to the users' PE Coupon account.
- e) Three types of booking are listed as follows:
  - i. Schools or Departmental functions:
    1. Schools or Departments have the priority in using the Sports Facilities for conducting University functions and classes, as well as other sports activities, such as competitions and training sessions.
    2. Schools or Departments can book the facilities one year in advance.
  - ii. Activities Organized by Student Organizations:
    1. Applications made by the Students' Union, clubs or societies must be submitted by the delegated person(s) of the said student group.
    2. Sports-related activities organized by sports teams and student organization should submit the application together with programme proposal 3 months in advance to the University. If student organizations want to organize non-sport related activity, they should submit the application together with programme proposal 2 months in advance to the University.

3. If student organizations would like to reserve the swimming pool to organize activities, they should submit the application together with the programme proposal 3 months in advance (but not less than 2 weeks) to the University.
  4. The applicants must settle the payment within 72 hours or 1 hour before the booking after the application is indicated as “Successful” on the system. Otherwise, the booking will be cancelled automatically. If the applicants fail to check in to the facilities, their upcoming booking will be cancelled automatically.
- iii. Individual Student or Staff booking
1. The following sports and facilities are available for booking:
    - a. Sports Hall Basketball half court
    - b. Badminton
    - c. Table Tennis
    - d. Dance Studio
    - e. Multipurpose Room
    - f. Music Room
    - g. Block M Outdoor Multipurpose Playground (Tennis)

\*Individual students and staff are not allowed to book the entire sports hall, the indoor swimming pool and the outdoor multipurpose playground.

2. Eligible users can make walk-in bookings or advance bookings of the facilities within 7 days from the current date (i.e., booking for next Wednesday can be made on this week’s Wednesday). Individual student or staff must settle the payment for their respective booking immediately by using PE coupon. Otherwise, the booking would be considered as incomplete.
3. Users can cancel within 24 hours after their booking is made, or before the session begins (whichever is the earlier) through the online booking system. The fee will be refunded to PE coupon and they can use it for their next booking.
4. If the outdoor multipurpose playground has not been reserved, users can play half-court basketball, free of charge. (For other activities, approval from University is required).
5. Eligible users can reserve only one facility for one hour per week (except for the fitness room and the indoor swimming pool), unless otherwise specified. \*Each week starts from Monday and ends on Sunday.
6. Users need to produce a document to prove that they are valid users.
7. The user should check the details of booking are accurate before leaving the Service Counter.

**5) Eligible users and entitlements**

- a) Below are the 7 types of eligible users that can use the facilities at the Lee Shau Kee Complex:
- i. Students: HSUHK full-time/ part-time / exchange student in any programme.
  - ii. Staff: Individuals who are employed by HSUHK on full-time or part-time basis.
  - iii. Family Member: Family member(s) of full-time staff who have valid a HSUHK staff dependent cards.
  - iv. Affiliate Card (VIPs): Board of Governors, University Council, Board and Council Committees and Invited VIPs.
  - v. Affiliate Card (HSUHK Foundation Members): HSUHK-Foundation Members.
  - vi. Affiliate Card (General): Honorary Professorial Staff, Adjunct Faculty Staff, Adjunct Lecturers and other Special Guests.
  - vii. Affiliate Card (Alumni): Alumni of HSUHK/HSMC/HSSC who have paid the annual membership fee.
  - viii. Guests: The registration and the use of facilities should be accompanied by eligible user listed in i.-viii. above.

b) Terms and conditions for eligible users are as follow:

	Student	Staff	Family Member	Affiliate (General)	Affiliate (VIP)	Affiliate (Foundation Member)	Affiliate (Alumni)
Annual Fee	Free						HKD300
Designated Time Slot	All opening hours						Saturday, Sunday #Summer Period
Facility charge	Student Price	Regular Price			Regular Price <sup>^</sup>	Regular Price	
Maximum amount of guests allowed per visit, must be accompanied by student, staff and alumni	1	3	0	3			
Entrance fee per guest*, per entry into the Complex	HKD20		N.A.	HKD20	HKD20	HKD20	

\*Guest(s) need to be accompanied by eligible users listed above when in the sports facilities; all guests are prohibited from using the Fitness Centre.

#Summer Period: 1 June – 31 August each year, excluding public holidays

<sup>^</sup>For cards issued on or before 1 Jan 2017, please refer to its terms and conditions

**6) Charge of Facilities**

Facilities	Student Price	*Regular Price	Student Organizations Price	Schools/Departments Price
Badminton court (per hour)	HKD12	HKD24	HKD12	HKD24
Basketball-half court (per hour)	HKD20	HKD40	HKD20	HKD40
Sports Hall Full court (For Basketball or Volleyball) (per hour)	N/A	N/A	HKD30	HKD60
Multipurpose room/ Dance Studio (per hour)	HKD25	HKD50	HKD25	HKD50
Music Room (per hour)	HKD20	HKD20	HKD20	HKD20
Table Tennis (per hour, per table)	HKD9	HKD18	HKD9	HKD18
Fitness Centre (per session, 2 sessions per day): Monday to Friday: 08:30-14:30; 15:30-22:30 Saturday, Sunday, and Non-class days: 09:00-13:00; 14:00-19:00  Swimming Pool (per session, 2 sessions per day): Monday to Frida: 08:30-14:30; 15:30- 21:30 Saturday, Sunday and Non-class days: 09:00-13:00; 14:00-18:00	HKD6	HKD12	N/A	N/A



Swimming Pool Lane (Per hour, per lane)	N/A	N/A	HKD20 Plus HKD6 entry fee per head	HKD20 Plus HKD6 entry fee per head
Block M outdoor multipurpose playground (per hour)	N/A	N/A	N/A	N/A

\*Regular Price applies to all HSUHK staff, alumni, guests, and their family members. Guests are prohibited from using Fitness Centre.

### 7) **Safety Rules for activities at the Complex**

- a) Warm up before any physical activity.
- b) Learn the game instructions and know your limit.
- c) Wear proper sports gears including goggles when necessary.
- d) Take a rest after exercising for 30 minutes.
- e) Do not exercise immediately after eating.
- f) Do not start exercising or stop exercising immediately if you are felling unwell.
- g) Ask venue staff for assistance immediately if necessary.
- h) Pay attention to the maximum of users permitted in each sports venue.
- i) To ensure users' safety, unless prior approval from the University, the maximum number of concurrent users allowed in respective sports venues are set as follows:

Venue	Maximum number of concurrent users allowed in each venue (competitions & recreational activities)
Swimming Pool	60
Multipurpose Room	30
Table Tennis (per table)	4
Fitness Centre	30
Dance Studio	30
Sports Hall	

Full Court	16
• Half Court	10
• Badminton Court	4
Block M Outdoor Multipurpose Playground:	
Basketball Court	16
Tennis Court	4

#### 8) General Regulations

- a) All users must observe the laws of Hong Kong.
- b) The booked facilities can only be used for the designated function of the facilities, unless with prior approval from the University or the PE Unit. If any applicants wish to use the facilities for any other activities, the applicants should seek advice and approval from the PE Unit before the booking. The University reserves the right to reject or cancel the booking without prior agreement.
- c) Activities that involve erection of temporary structure(s) (other than those provided by the venue), opened to public or are of high-risk nature, staff of the University might require applicants to take out a suitable insurance coverage to protect the interest of both the applicants and the University. The prevailing level of insurance amount against the indemnity set by HSUHK shall be applied in commensurate with the scale or the nature of use or the event.
- d) Applicants should not admit any spectators on their own during the booked period if they do not have prior approval from the University.
- e) Activities that involve profit-making, transactions, fund-raising or commercial promotion, are strictly prohibited without the prior approval of the University.
- f) On the basis of the nature of use or the activity, the management may stipulate a maximum user capacity of the booked facility on the ground of public safety and management consideration.
- g) The University reserves the right to reject or cancel the booking without giving prior notice to the applicants. It can also restrict the number of users and/or spectators entering the venue or to refuse entry of any person upon health concerns or any other reason and/or impose further conditions for use of the recreation and sports facilities.
- h) The University reserves the right to cancel, interrupt or to terminate the use of the room or facility if the regulations stated above are deemed to be violated.

- i) Users are held responsible for the activities conducted in the venues. The University reserves the right to report any cases of violation of the regulations to the related department. Serious offence may result in disciplinary actions or termination of study.
- j) Applicants who plan to hold any high-risk activities should seek approval from the PE Unit before submitting their booking (including kickboxing and sports that involve physical contact), or activities that may damage the facilities or evolves in erupting any temporary structure. The University may cancel the booking and terminate the use of the facilities if the applicants failed to follow the rules. (Including Block M Outdoor Multipurpose Playground and the Complex)
- k) The student identity card (“student ID card”) is the property of the University and is not transferable. It should not be used by anybody else except the holder. Misuse or falsification of the card constitutes a major offence, and any student who commits this offence will be subjected to disciplinary actions. If the misuse of student ID cards occurs at the Lee Shau Kee Complex, the concerned student will be subjected to a fixed penalty, which includes:
  - i. The right to use sports facilities of both the card owner and card user (if identified) will be suspended for 2 months (for first-time offenders) and their respective School(s) would be notified of the incident.
  - ii. The right to use the sports facilities of both the card owner and card user (if identified) will be suspended for 6 months (for repeated offenders) and their respective Schools would be notified of the incident.
  - iii. If the card owner can prove himself/herself to be innocent, the Director of the Student Affairs Office or his/her delegates can exercise discretion to waive the penalty. Nevertheless, a waiver can only be given to each card owner once and the penalty prescribed in point i) and ii) above will apply if a wavier has already been granted once before.
  - iv. Both appeal cases and repeated offences during the suspension period will be referred to their respective School Student Disciplinary Committee for further actions.

(If the student(s) would like to lodge an appeal on the fixed penalty, he/she can write to their respective School Student Disciplinary Committee)

### ***Check-in and Check-out***

- l) The applicants and users are required to produce their identification document (i.e. student ID card or staff card) and recognized qualification (if necessary) for verification at the check-in counter before entering the facilities and during the booked session. If the misuse of student ID cards occurs, the related student will be penalized. Please refer to paragraph 8k) for details.
- m) The applicants must be present during the booked sessions. The applicants must produce the valid permit/approval letter for verification or put the letter in a designated area. They must also register before using the facilities. The permit or approval letter is transferable

to other eligible users upon the approval of the University.

- n) The applicants will be responsible for the conduct of the user(s) and must ensure that no disturbance (e.g., excessive noise) is caused to the other users or the University community.
- o) All users must leave the playing area when their booked session or hour is over. All hired or borrowed equipment should be returned at the same time and the applicants shall reinstate the venue(s) to the original state before they leave. Any unattended personal belongings and/or items will be considered abandoned and will be discarded.
- p) If an organization or an individual, having booked a session, fails to take up the booking or fully utilize the facilities without satisfactory explanation, HSUHK reserves the right to refuse to accept further bookings from this organization or individual.
- q) Student rates are applicable to all HSUHK full time students upon the production of valid student ID card.
- r) Applicants/users enjoying student rates may be required to produce student cards for checking.
- s) Users must show up within the first 15 minutes of the booked time period. Otherwise, the booking will be cancelled, and the room will be released. No refund will be made for the booked timeslot.

#### ***Dress code***

- t) All users must wear appropriate attire, footwear, use appropriate equipment, protective gear when necessary and observe all safety rules and conditions when exercising or engaging in any related activities at the Complex. Cancellation of booking or termination of use will be made by the University for users who fail to follow the rules.

#### ***Sports Equipment***

- u) If users would like to rent sports equipment, they should fill in a relevant form. The PE unit will keep their student ID cards or staff cards until the equipment(s) is returned. If the borrowed equipment is lost or damaged, the borrower will be asked to return a new or equivalent product. If the borrower fails to do so within a designated period, the compensation and penalty will be followed up by the Finance Office.

#### ***Eating***

- v) Eating and drinking (water excluded) are prohibited inside the Sports Hall or other facilities. Smoking is strictly prohibited on the campus.

#### ***Adverse Weather***

- w) Recreation and sports facilities will be closed due to bad weather. The management may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operation point of view. All sports facilities will be closed within 30 minutes after Pre-No. 8 Special Announcement is issued.
- x) The management may decide to close part of or all sports facilities when adverse weather prevails. The related fee (if any) will be refunded to the applicant's PE Coupon system.

### ***Injuries and Damage***

- y) All injuries to participants or any other party, as well as damage to the facility, must be reported to the Booking Counter or the office of the PE Unit on the Second Floor immediately.
- z) The applicants shall be responsible to meet the cost of repairing any damage caused to the facility, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of the facility.
- aa) The University may refuse any person from using the facility if he/she does not observe the Conditions of Use or remove any person from the facility if he/she is in breach of the University Regulation or other regulations in force. In such event, the booking will be cancelled automatically, and the paid fees will be forfeited.
- bb) The University reserves the right to cancel student booking at short notice due to emergency or urgent University requirements.
- cc) Any violation of the regulations will lead to immediate suspension of the activity by the University.

### **9) Safety Rules for Fitness Centre**

- a) Fitness Centre not exclusively booked by applicants are available for share use by users in possession of the required qualification and at the age of 16 to 18 who have registered as User of Fitness Rooms under HSUHK. For users aged below 15, the case will be referred to the PE Unit for possible special arrangement.  
Users can receive their qualifications through these methods:
  - i. By completing the "Online Fitness Induction Course" organized by HSUHK; or
  - ii. By participating in the "Fitness Refresher Course" and passing the assessment organized by HSUHK; or
  - iii. Individuals who possess equivalent qualifications recognized by HSUHK.
  - iv. Users of fitness rooms are required to complete a "Physical Activities Readiness Questionnaire - Par-Q & You" (Par-Q & You) form on an annual basis as undertaking to confirm his or her health condition is suitable for using the fitness equipment. The "Par-Q & You" Questionnaire is valid for one year from the completion. If is the individual answered "Yes" for one or more questions on the "Par-Q & You" questionnaire, the applicant should consult a doctor and follow experts' advice prior to using any fitness equipment.
- b) Schools or Departments may book for exclusive use of the fitness rooms to organize fitness activities for their students.
- c) After using fitness apparatus, users should insert the adjustable key into the first weight stack and put all free weights back into their original place.
- d) Fitness equipment can only be used for their designated exercise or movement unless prior special arrangement has been made.
- e) Out of courtesy, users should wipe away any sweat left on the apparatus and machines.

#### **10) Safety Rules for Dance Studio and Multipurpose Room**

- a) If individuals would like to book the dance room and the multipurpose room, there must be at least 4 users in the room(s) at any time.
- b) The Rooms can only be used for designated activities unless prior special arrangement has been made.

#### **11) Rules for Music Room**

- a) Individual students and staffs of HSUHK can book the Music Room for maximum 1 hour per day.
- b) Band and Music Societies can book the Music Room for at most 120 hours per semester, but no more than 5 hours per day.
- c) Student organizations can submit their bookings up to 3 months in advance, while individual students and staffs can submit their bookings 7 days in advance. Priority will be given to training sessions and/or special events arranged by the HSUHK. Change of timeslots is not allowed after the booking is confirmed.
- d) Users are responsible for checking the condition of equipment or furniture in the Music Room before use and report any damage to the PE Unit staff at the Service Counter as soon as possible.
- e) Equipment or furniture in the Music Room should be returned to their original position after use. Users will be held liable and may be required to pay full compensation at market rate for any damages to the equipment or furniture.
- f) Smoking, drinking, eating or littering are prohibited in the Music Room.
- g) HSUHK reserves the right to suspend the use of Music Room at any time and/or for any period of time for cleaning purpose and/or maintenance works.
- h) HSUHK shall not be held liable for any loss of and/or damage to any personal properties and / or belongings. All users of the Music Room are at their sole responsibilities.
- i) HSUHK reserves the right to refuse admittance of any person who habitually disregards any of the aforesaid requirements and/or causes nuisance and/or danger to other users.

#### **12) Rules for Indoor Swimming Pools**

In addition to the above general regulations, users should observe the following regulations when using the swimming pool:

- a) There should be no less than 4 users per hour if an individual want to book a swimming pool lane.
- b) Swimming pool is closed when no lifeguards are on duty and no one (both staffs and students) should be allowed in the swimming area.
- c) No person with any communicable or skin disease should use the pool.
- d) Children under the age of 12 must be accompanied by one of their parents or an eligible user who is aged 18 or above. For safety concern, buddy-swimming is recommended especially for infants or toddlers who have yet to learn how to swim. No adult may accompany more than 4 children at any time, and children shall not be left alone at the

pool.

- e) Babies or toddlers must wear swim diapers when using the swimming pool.
- f) Users must change in the appropriate changing rooms.
- g) Users in swimming wear must not use any of the sports facilities other than the pool.
- h) Users must rinse in the footbath and the shower before entering the pool.
- i) Only clean flip-flops are allowed on the pool deck. Swimmers must rinse their rubber flip-flops must be in the footbath before entering the pool area. Swimmers only can wear proper swimming suits when entering the water.
- j) As loose hair might block the pool's filtration plant, users with shoulder-length hair must wear swimming caps or tie up their hair while using the pool. Staff at the Pool are authorized to forbid any individuals who fail to comply to this rule from using the pool.
- k) Spitting is prohibited in the pool area.
- l) Smoking, eating, drinking and carrying glass cups or bottles into the pool area are strictly forbidden.
- m) Running, pushing, chasing and games are not permitted in the pool area.
- n) Water depth at each end of the swimming pool is at 1.2 meters and 2 meters, respectively. Hence, swimmers must not dive or jump both ends of the pool.
- o) For safety concern, use of other inflatable or swimming aids, except for kickboards, buoys and inflatable armbands, are banned in the swimming pool. Meanwhile, masks, flippers and other swimming aids are permitted only for special programmes approved by the University.
- p) Do not use any suntan lotion.
- q) The Pool can accommodate a maximum of 60 people. When the pool capped in its capacity, a "Full-House" notice will be posted at the swimming pool entrance. No entrance will be allowed until vacancies are available.
- r) The entire pool, or part of the pool might be closed during certain periods for classes, training or competitions. Advance notification of these sessions will be posted on the notice board at the swimming pool entrance.
- s) The pool may be closed without notice in the event of adverse weather conditions.

Note: The maintenance and operation of the swimming pool is required to conform with the Public Health Services Ordinance Cap. 132, Swimming Pool By Laws. The above regulations are designed to supplement these Bylaws, for the comfort, safety and convenience of all users. To make best use of the facilities, users are requested to co-operate and adhere to the regulations.

### **13) Rules for Block M Outdoor Multipurpose Playground**

- a) There must be 4 or more users when an individual would like to book the Playground.
- b) Except for special arrangement, the playground can only be used for designated activities.
- c) The management may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operation point of view.
- d) CDMO reserves the right to make the final decision. The University reserves the right to amend the above guidelines without prior notice. The interpretation and decision of the

University shall be final and conclusive.



You can scan this QR code to visit SAO PE website.





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香港恒生大學

李兆基綜合大樓

# 使用守則

(更新於 2021 年 2 月)

## 1) 設施簡介

李兆基綜合大樓位於校園 B 座，樓高三層，而體育設施主要集中在地下至二樓，詳情如下：

地下： 室內游泳 25 米長 6 線道恆溫泳池，冬季時池水溫度約 28°C。  
池

一樓： 多用途室 約 70 平方米，設有電腦及投射設備，可供 30 人上課用。日常亦會作乒乓球室使用。

音樂室 約 15 平方米，設有電子琴、爵士鼓及基本擴音設備。

二樓： 室內運動 約 650 平方米，可作為排球場、籃球場及 4 個羽毛球場之用。  
場

舞蹈室 約 90 平方米，設有基本音響設備。

健身室 約 230 平方米，有多部帶氧及重量訓練器械，供已完成本校健身室設施簡介人士使用。

位於校園 M 座之戶外多用途球場，可作為網球場、半場籃球練習場及其他指定用途之用。

## 2) 開放時間

a) 室內運動場、舞蹈室、多用途室及音樂室：

i) 星期一至五 : 08:30 - 22:30

ii) 星期六、日 : 09:00 - 19:00

b) 健身室

i) 星期一至五 : 08:30 - 14:30 ; 15:30 - 22:30

ii) 星期六、日 : 09:00 - 13:00 ; 14:00 - 19:00

c) 室內游泳池

i) 星期一至五 : 08:30 - 14:30 ; 15:30 - 21:30

ii) 星期六、日 : 09:00 - 13:00 ; 14:00 - 18:00

d) 戶外多用途球場：

i) \*網球以外之球類活動 星期一至五 : 08:30 - 20:00

ii) 非球類活動 星期一至五 : 08:30 - 22:00

iii) 網球 星期六及日 : 08:30 - 17:30

\*星期一至五租借之籃球需於 20:10 或之前交還，星期六及日租借之籃球則需於 18:40 或之前交還 (更衣室將於體育設施關閉後 30 分鐘關閉)

所有設施於公眾假期暫停開放；特別日子開放時間請留意體育部網站/eCampus。

開放時間	特別日子
關閉	<ul style="list-style-type: none"> <li>· 復活節四日連假</li> <li>· 聖誕節及翌日 (12 月 25 及 26 日)</li> <li>· 新曆新年 (1 月 1 日)</li> <li>· 農曆新年 (初一至初三)</li> </ul>
於下午 1 時正暫停服務	<ul style="list-style-type: none"> <li>· 平安夜 (12 月 24 日)</li> <li>· 除夕 (12 月 31 日)</li> <li>· 農曆新年前夕 (年三十)</li> </ul>
於下午 4 時正暫停服務	<ul style="list-style-type: none"> <li>· 冬至</li> <li>· 中秋節</li> </ul>

### 3) 免費使用時段

恒大大學生及教職員可於以下時段到李兆基綜合大樓出示證件登記，即可免費使用相關運動設施。

開放設施	免費時段
室內運動場(籃球及羽毛球)、 室內游泳池、 乒乓球及健身室	星期一至五 (公眾假期除外)： 08:30 - 14:30 及 星期五：17:30 - 20:30

\*其他合資格使用者於此時段內仍需正常購票。

### 4) 預約手續及使用優先

- a) 所有場地預約均須透過網上申請；游泳及健身則須親臨李兆基綜合大樓二樓服務台購票。網上或體育部服務台均只限以體育券付款。
- b) 如遇惡劣天氣或設施關閉，會於 eCampus 公佈並安排退款至預訂者體育券戶口。
- c) 以下為三類預約：
  - i) 學院/學系及部門活動

- (1) 學院/學系及部門可優先使用運動設施以舉辦課堂及其他活動，例如比賽及訓練。
  - (2) 學院/學系及部門最多可於一年前預約場地或設施。
- ii) 由學生組織舉辦的活動
- (1) 學生組織的申請，均須由該組織的代表提交。
  - (2) 大學體育隊伍及學生組織舉辦的體育活動，可最多預早三個月連同活動計劃向校方提交申請。至於學生組織舉辦的非體育活動，則可最多預早兩個月連同活動計劃向校方提交申請。
  - (3) 學生組織如欲於泳池舉辦活動，可最多預早三個月(但不少於兩星期)連同活動計劃向校方提交申請。
  - (4) 校方確認申請「成功」後，申請人應於72小時內或活動1小時前(以較早者為準)於服務台支付場地或設施費用(如有)。否則，預約將會自動取消。如預約期間沒有按時出席，接續之預約會被自動取消。
- iii) 合資格使用者
- (1) \*以下場地／設施均可供預約：
    - (a) 室內運動場(籃球場半場)
    - (b) 羽毛球場
    - (c) 乒乓球場
    - (d) 舞蹈室
    - (e) 多用途室
    - (f) 音樂室
    - (g) M座戶外多用途球場(網球)

\*李兆基綜合大樓整個室內運動場、室內游泳池、M座整個戶外多用途球場不設個人租用
  - (2) 合資格使用者均可即場租用或預訂未來七天的場地或設施。(例如：今天是週三，可預訂即日至下週三之場地或設施)。合資格使用者的預約申請須即時以體育券支付場地或設施費用；否則，預約將不能完成。
  - (3) 使用者可於預約後24小時內或使用時間前(以較早者為準)於網上取消預約。如取消預約，所付之費用將退款至使用者的體育券戶口。

- (4) M 座籃球場未被預約時，可供使用者免費作半場籃球練習之用 (如需進行其他活動，需由校方批核)。
- (5) 除特別指明外，合資格使用者每週最多可預約其中一項設施 (健身室及室內游泳池除外) 一小時。 \*每週為週一開始至週日結束
- (6) 使用者必須出示本校有效的證明文件。
- (7) 使用者應在離開服務台前核對所有預約資料。

## 5) 各合資格使用者及使用權限

1) 下列為八類合資格人士，可使用李兆基綜合大樓的設施：

a) 學生

恒大各課程的全職／兼職／交流生。

b) 教職員

恒大全體全職或兼職教職員。

c) 校友

恒大或恒管或恒商畢業生，並持有校方發出的有效證件。

d) 教職員家屬

全職教職員的家屬，並持有校方發出的有效職員親屬證。

e) 臨時使用證持有人

校友宿舍導師、名譽教授、外籍實習生、短期訪校學生之教師、學院/學系/部門/人事部聘請之訪校學者及其他恒大有效之嘉賓。

f) 「心繫恒大」證成員

恒大的關聯人士，如顧問、捐助者、會議成員，並擁有並持有校方發出的有效證件。

g) 嘉賓

持有由恒大發出的嘉賓卡之持有人。

h) 訪客

需由以上 a 至 g 所列的合資格使用者陪同下登記及使用。

2) 各合資格使用者的使用權限如下：

	學生	教職員	教職員 家屬	心繫恒太 (會員咭)	心繫恒太 (VIP)	心繫恒太 (基金會員)	心繫恒太 (校友)
年費	不適用						300 元
可使用時間	所有開放時間						星期六日、 #暑假及學校假期
設施收費	學生 價格	原價		原價 (1/1/2017 前申請 之會員咭請參 閱發卡條款)		原價	
每日最多 可攜帶 訪客人數	1	3	0	3			
每位訪客 *每日進場 費用 (李兆基綜合 大樓設施)	20 元		不適用	20 元	20 元 (1/1/2017 前申請 之會員咭請參 閱發卡條款)		20 元

\*訪客須由以上合資格使用者陪同登記及使用; 訪客不能使用健身室。

#暑假時段: 每年 6 月 1 日至 8 月 31 日。

## 6) 設施收費

設施 (如無列明則為每小時計算)	個人使用者價格		團體價格	
	學生價格	*原價	學生組織價格	學系/部門價格
羽毛球場	12 元	24 元	12 元	24 元
籃球場—半場	20 元	40 元	20 元	40 元
室內運動場—全場 (籃球/排球) (只限學系/部門/學生組織申請)	不適用	不適用	30 元	60 元
多用途室/舞蹈室	25 元	50 元	25 元	50 元
音樂室	20 元	20 元	20 元	20 元
乒乓球場 (每張球檯)	9 元	18 元	9 元	18 元
健身室 (每節) 星期一至五: 08:30 - 14:30 ; 15:30 - 22:30 星期六、日: 09:00 - 13:00 ; 14:00 - 19:00 游泳池 (每節) 星期一至五: 08:30 - 14:30 ; 15:30 - 21:30 星期六、日: 09:00 - 13:00 ; 14:00 - 18:00	6 元	12 元	不適用	不適用
游泳池水線 (每小時每條水線) (只限學系/部門/學生組織申請)	不適用	不適用	20 元 另加入場費每人 6 元	20 元 另加入場費每人 6 元
M 座戶外多用途球場(每小時)	不適用	不適用	不適用	不適用

\* 除恒大學生外，所有個人使用者須繳付原價，例如教職員、校友、訪客及教職員家屬。訪客不能使用健身室。  
(校方將於試用期後檢討收費)

## 7) 李兆基綜合大樓的活動安全守則

- a) 進行任何活動前，請先做熱身運動；
- b) 進行活動時，請量力而為；
- c) 必須穿上適當的運動服裝及裝備，包括護目鏡等；
- d) 建議每 30 分鐘運動之間有休息時間；
- e) 飯後不宜立即做任何運動；
- f) 如感到不適，不宜開始任何運動或應立即停止任何運動；
- g) 如有需要，可立即向場地職員尋求協助；
- h) 留意運動場地的使用者人數限制；
- i) 為確保使用者安全，除非特別安排得到校方批准，否則各運動場地使用者的最多人數如下：

場地	比賽及消閒活動的最多使用者人數
游泳池	60
多用途室	30
— 乒乓球檯（每張）	4
健身室	30
舞蹈室	30
室內運動場	
— 全場	16
— 半場	10
— 羽毛球場	4
M 座戶外多用途球場：	
籃球場	16
網球場	4



## 8) 一般規例

- a) 所有使用者必須遵守香港法例。
- b) 除非事先獲得批准，預約設施僅可用於其指定功能。如任何租用者希望使用設施作任何其他用途，應於預約前尋求場地管理人員的建議及同意。校方可於未有事先協定下，拒絕租出場地作其他用途。
- c) 為保障租用者及本校的權益，對於場地使用涉及臨時建築物的搭建（場地提供的除外）、公開活動及高風險活動，校方或會要求租用者承擔適當的保險保障。租用者須按校方所訂的現行彌償水平購買保險，以配合用途／活動的規模／性質。
- d) 租用者於未獲校方事先批准時，不得在使用設施期間，安排任何人士以觀眾身份進入所預約的設施。
- e) 除非獲校方事先批准，否則嚴禁進行任何涉及牟利、交易、集資或商業推廣的活動。
- f) 根據場地用途／活動的性質，管理人員可基於公眾安全和管理上的考慮因素等理由，增減所預約設施使用者的人數的上限。
- g) 校方有權於未事先通知申請人／租用者的情況下，拒絕／取消預約，並可限制進入場地的使用者及／或觀眾的人數，或以健康理由或任何其他理由拒絕任何人士進場，及／或就使用康體設施加入其他條件。
- h) 若違反以上規則，校方有權取消、中斷或終止場地／設施的使用。
- i) 使用者須為場地活動負責。校方有權向相關部門報告任何違規情況。嚴重違規或會導致紀律處分或開除學籍。
- j) 申請使用運動設施的人士在預約前應就擬舉辦對安全有影響的高風險活動(例如自由搏擊或有身體接觸的運動等)，或可能會損壞設施和設置任何臨時建築物等活動前，先徵

得場地管理人員的同意。未能遵守這項規定的使用者，校方可取消其預約及/或中止使用。(包括 M 座戶外多用途球場及李兆基綜合大樓)

- k) 學生證屬香港恒生大學所擁有，不可轉讓亦不可給其他人使用。非法使用學生證為嚴重違規，有關的學生將受到紀律處分。如果場地管理人員發現學生證被非法使用及濫用，相關學生將遭受既定罰則，包括：
  - i) 非法使用學生證者和學生證擁有者使用體育設施的權利將被暫停 2 個月（首次違規者），並且將通知有關同學所屬學院;
  - ii) 如重複違規，非法行使學生證者和學生證擁有者的體育設施的權利將被暫停 6 個月，並且將通知有關同學所屬學院;
  - iii) 如果學生證持有人可以證明自己是無辜的，學生事務處總監或其代表可以酌情取消處罰。不過，每位同學在學期間只能獲一次豁免。如果學生證持有人之學生證再次被非法使用，上述 i) 和 ii) 中規定的罰則仍將適用。
  - iv) 如同學需上訴或發現同學重複違規，有關事件將被轉交各學院紀律委員會進一步採取行動;(如同學想對有關罰則提出上訴，他/她可以向學院學生紀律委員會反映。)

### **登記及離開**

- l) 進入租用設施前及於預約設施期間，租用者及使用者須於登記台出示其恆大證明文件（如學生證、教職員證）及認可資格文件（如有必要），以供核實。非法使用學生證為嚴重違規，有關的學生將受到紀律處分，詳情請參閱本章第 8 段 K 部份。
- m) 於預約設施期間，租用者必須在場，並出示有效許可證／確認書或放於指定地方，以供核實。如獲校方批准，有效許可證／確認書可轉讓予其他合資格使用者。

- n) 租用者須為同行之使用者的行為操守負責，並必須確保沒有干擾其他使用者或其他校園人士。
- o) 當預約時段結束，所有使用者必須離開其預約設施。所有租借器材亦須同時交還，並於離開前將場地恢復原狀。任何遺下的個人財物及／或物品會被視為摒棄，將予以棄置。
- p) 如無合理解釋，而組織或個別人士未能使用其預約的設施，或未能適當利用設施，校方有權拒絕該組織或個別人士日後的預約。
- q) 於出示有效學生證後，所有恒大學生即可享有學生價格。
- r) 享有學生價格的租用者／使用者或須出示學生證，以供查核。
- s) 使用者須在預約時段開始後十五分鐘內到場。否則，其預約會被取消，該房間亦可重新供人預約。預約時段的費用，概不**退還**。

### **衣著**

- t) 所有使用者必須穿上適當的運動服裝及鞋履，並按需要使用合適的工具及保護裝備，亦需要遵守運動／活動的全部安全守則及使用條件。若管理人員認為使用者違反以上規則，將有權取消、中斷或終止場地／設施的使用。

### **體育器材**

- u) 如需借用體育器材，需填妥有關表格及放下本校學生證或職員證。如有遺失或損壞，借用者需賠償同等或全新之器材。未能在指定時間賠償者，所欠之費用將交至財務部跟進。

## 飲食

- v) 體育場館內不准飲食(除清水外)。校園內嚴禁吸煙。

## 惡劣天氣

當天氣惡劣，所有康樂及運動設施將會關閉。如因安全或使用問題，管理人員認為任何設施不宜使用，校方可酌情關閉有關設施。在一般情況下，所有康樂及運動設施將於天文台發出八號預警後半小時關閉，已繳費之場地會安排退款至預訂者體育券戶口。

## 受傷及損毀

- w) 若使用者或任何其他人士受傷，或設施損毀，均須立即向李兆基綜合大樓二樓服務台或體育部辦公室報告。
- x) 租用者應當為設施的任何損毀的修理成本負責，亦須為修理、重新設置或更換任何被損毀、破壞（一般磨損及撕裂除外）、偷竊或移除的設備、器材、配件或其他財產所涉及的成本負責。
- y) 如任何人士不遵守使用守則，校方可拒絕其使用設施；如任何人士違反學校規條及其他有效規則，校方可要求相關人士離開該設施。在有關情況下，預約將被自動取消，所繳費用將不會退還。
- z) 如學校需要緊急使用設施，校方有權以短時間通知取消學生預約。
- aa) 如違反任何規條，校方將立即終止有關活動。

## 9) 健身室安全守則

- a) 健身室如沒被租用者整個租用，則可供 16-18 歲並具備所需資格及已註冊為恒大健身室使用者的人士共用，須由家長／監護人簽署相關表格；15 歲或以下的使用者，由體育部作個別處理。這些使用者可循下列途徑取得資格：
  - i) 完成恒大「網上健身室設施簡介」的人士；或
  - ii) 參加恒大的「健身室設施協調課程」並通過測試的人士；或
  - iii) 持有校方認可相關資歷證明的人士。
- b) 健身室使用者須每年填寫「體能活動適應能力問卷與你」表格，以表明其健康狀況適宜使用健身設施。此表格有效期為一年。「體能活動適應能力問卷與你」由填寫當日起計一年內有效。如該問卷有一個或以上「是」的答案，使用者須先徵詢醫生，並按醫生的意見使用健身室設施。
- c) 學院/學系及部門可租用整個健身室，為學生舉辦健身活動。
- d) 使用器材後，使用者應將調節鍵插入第一量級堆棧，並將全部啞鈴/鐵餅放回原位。
- e) 除非作出特別安排，否則健身設備僅能用於其指定的用途或運動。
- f) 使用器材後，請清潔器材，抹乾汗水。

## 10) 舞蹈室及多用途室安全守則

- a) 如需租用舞蹈室及多用途室，每間於同一時段內最少需有四名使用者。
- b) 除非作出特別安排，否則舞蹈室及多用途室只能用作指定活動。

## 11) 音樂室使用守則

- a) 香港恒生大學的學生及教職員個人獲准預約時數為每日最多一小時，若無人使用，可以即時訂場。
- b) 樂隊學會及音樂學會獲准使用時數為每學期週最多 120 小時，惟每日不可多於 5 小時。
- c) 學生組織可提前最多三個月預約；學生及教職員可提前七天預約。若香港恒生大學安排之培訓及／或特別活動有需要，可優先使用音樂室。預約一旦確認，則不得更改預約時段。
- d) 使用者有責任在使用前檢查設備。若發現設備受損，須向二樓服務櫃檯的當值人員報告。
- e) 使用設備後須將其還原至原來狀態。使用者須為任何設備／傢俬之損壞承擔賠償責任，賠償費用為市價的全數。
- f) 不准在音樂室內抽煙、飲食及亂拋垃圾。
- g) **在事先通知**的情況下，香港恒生大學保留在任何時間及／或任何時段暫停使用音樂室之權利，以供清潔及／或維修工作。
- h) 校方不會對任何個人財產／物品的損失及／或損壞負責。所有責任由音樂室的使用者獨自承擔。
- i) 若任何人士經常違反上述守則及／或對其他使用者造成騷擾及／或危險，香港恒生大學有權拒絕該等人士進入場地。

## 12) 室內游泳池使用守則

除了一般的體育設施使用規條，使用者亦應遵守下列室內游泳池使用守則：

- a) 如需租用泳池水線，每小時內需要最少 4 名使用者使用。

- b) 沒有救生員值班時，游泳池將會關閉。除非游泳池正式開放，並有救生員值班，否則任何人士（教職員及學生）不得進入游泳池。
- c) 如患有任何傳播性疾病或皮膚病，不宜游泳。
- d) 12 歲以下兒童必須由父母其中一人或合資格成人（年滿 18 歲）陪同。基於安全問題，建議陪同年紀小或不諳泳術的兒童游泳。成人最多只能同時間陪同四個兒童，而當成人離開泳池時，兒童也務必離開泳池。
- e) 為顧及其他使用者的衛生，嬰兒或幼兒在使用游泳池時應當穿戴尿片。
- f) 使用者必須於適當的更衣室更衣。
- g) 穿著泳裝的使用者不得使用泳池以外的體育設施。
- h) 進入泳池前，使用者必須使用腳池及沖身。
- i) 使用者只能穿著乾淨的塑膠拖鞋進入池邊，而進入泳池範圍前，使用者必須於腳池清潔其塑膠拖鞋。泳池內只准穿著泳衣。不得和衣下水。
- j) 髮長及肩的泳池使用者泳前必須戴上浴帽，或束起頭髮（以免脫落長髮阻塞過濾設備）。泳池職員有權禁止違反此例的任何人士使用游泳池。
- k) 嚴禁於泳池範圍內吐痰。
- l) 嚴禁於泳池範圍內吸煙、飲食及攜帶玻璃杯或瓶樽。
- m) 禁止於泳池範圍內奔跑、推撞、追逐及玩耍。
- n) 由於泳池兩端的水深只有 1.2 米／2 米，因此游泳人士不得潛水或跳水。
- o) 基於安全理由，除了浮板、浮標及充氣臂環，泳池內不得使用其他充氣物品及游泳輔助用具。（**只有**校方認可的特別課程，方可使用面罩、蛙鞋及其他游泳輔助用具）。
- p) 嚴禁使用太陽油。

- q) 游泳池最多可容納 60 人。如人數已滿，泳池入口出將會張貼出「**泳池已滿**」的通告，任何人也不得進入游泳池，直至出現空額為止。
- r) 課堂、訓練或舉辦比賽時，全個或部分泳池可能會關閉。這些活動的詳情將會預先張貼於泳池入口處的告示板上。
- s) 如遇惡劣天氣，泳池可能會關閉而不作另行通知。

註：游泳池的維修和營運須符合第 132 章公共衛生服務條例游泳池附例。以上的使用守則，是為了使用者的舒適、安全及方便而補充上述附例。要充分使用設施，使用者應當合作並遵守以上規定。

### 13) M 座戶外多用途運動場使用守則

- a) 如需租用 M 座戶外多用途球場，於同一時段內最少需有四名使用者。
- b) 除非作出特別安排，否則 M 座戶外多用途運動場只能用作指定活動。
- c) 管理人員如認為基於安全或運作理由不宜開放設施以供使用，體育部可酌情關閉有關設施。
- d) 校園發展及管理處將保留 M 座戶外多用途運動場開放與否之最終決定權。

本校有權修訂上述守則，而毋須事先通知，並保留就爭議的任何問題之解釋權及最終決定權。



體育部網站