

香港樹仁大學

運動場地使用守則

1.	合資格租用人士：
1.1	本校全日制 / 兼讀制學生；
1.2	教職員及其同住於本校宿舍的親屬；
1.3	校友（須先註冊專屬校友電郵方可租用）； *每次最多可攜同 4 位訪客，且租用者必須全程陪同
1.4	經校方批准之團體或個別人士。
2.	開放時間及收費：
2.1	教學大樓 LG409 室內運動場：星期一至六，10:00 – 21:00； 宿舍文康大樓 HLG2 室內運動場：星期一至日，10:00 – 22:00； 研究院綜合大樓 RLG506 室內運動場：星期一至六，09:00 – 22:00。
2.2	各場地會因應學校考試、舉辦活動或進行場地佈置而暫停開放，具體關閉安排將於網站預先公佈。
2.3	若校方認為場館不適宜開放，或鑑於其他客觀因素，如緊急維修、惡劣天氣等，須暫時關閉，校方有權立即執行。
2.4	各項收費價目表可於網上設施預約系統參閱。
3.	網上系統預訂程序：
3.1	合資格租用場地人士必須透過網上設施預約系統進行訂場程序。 學生及教職員可預約未來 1 – 14 天內，校友可預約未來 1 – 7 天內。
3.2	不接受即日預訂場地。
3.3	在網上系統選定設施後，必須於 15 分鐘內透過系統繳付租場費用。付款成功後，租用者會收到電郵確認通知，並應保留該電郵至使用場地後。
3.4	每位使用者每日租用同一設施上限為兩小時，且同一時段內不可同時租用多於一個設施。
4.	簽場程序：
4.1	租用者使用場地前，須出示訂場確認電郵及身份證明文件（學生證 / 職員證 / 身份證明文件——適用於職員親屬及校友），到指定保安櫃位簽到： • 研究院綜合大樓保安櫃位：適用於研究院綜合大樓及教學大樓設施 • 宿舍文康大樓保安櫃位：適用於宿舍文康大樓設施
4.2	所有訪客必須由租用者陪同方可進入場地，並須於簽場時登記訪客的資料。
5.	使用設施
5.1	所有設施使用者均須遵守所有場地之使用守則。
5.2	為確保使用者安全，以下場地設施最多使用人數： 籃球場：12 人

	羽毛球場：4 人 乒乓球室：4 人
5.3	校方舉辦之活動、體育課及校隊訓練可優先使用各場地。
5.4	校內團體 / 外間團體舉辦之活動，必須事先向學生事務處申請，且獲批准後方可使用場地。
5.5	運動場範圍內禁止進行任何未經校方授權的活動，包括但不限於商業活動。
5.6	除非事先獲得校方批准，所租訂設施只可作其指定用途。使用者如擬使用設施進行其他活動，須在租訂設施前徵得校方同意。未經事先同意，校方可即時停止租用人使用場地，並不會退回場地租金。
5.7	使用者須自行負責本身及其財物之安全。若在運動場內因使用者自身疏忽誤用設備而發生意外、導致損失或受傷，校方概不負責。
5.8	若使用者發現運動場內的設施出現損毀或問題，必須立即停止使用，並通知設施管理處或其授權之工作人員(例如：保安員)。
5.9	使用者應調較合適的運動量。如有需要，使用前應諮詢醫生或其他專業人士的意見，以免引致個人受傷。
5.10	若使用者損毀運動場內設施或其他用品，校方有權向該人士索取相對賠償。
5.11	未經學生事務處或設施管理處同意，不可移動任何運動場內設施或器材。
5.12	請自備個人器材，例如：球拍、球類。
5.13	運動場內嚴禁吸煙及飲食。
5.14	未經校方允許，不得在運動場內拍照、錄影、播放收音機或其他音響設備。
5.15	請勿對他人構成滋擾。禁止大聲喧嘩或追逐、粗言穢語、不守秩序行為。設施管理處或其授權之工作人員(例如：保安員) 有權要求行為不檢人士離開或拒絕有關人士再次進入運動場。
5.16	運動場內必須穿著不脫色的運動鞋。進行運動時，所有使用者必須穿著適當運動服裝，嚴禁赤足赤膊。
5.17	校方有權關閉校內運動設施以進行訓練班、活動、清潔、保養、維修或其他工作，而毋須事前通知。
6.	違規使用及未有使用已預約之場地：
6.1	租用者若不取場及／或未有到場使用，將會記錄在案。
6.2	在一般情況下，已確定的租用場地不能更改日期及時段。若使用者預早一個工作天通知學生事務處取消已確定的場地，將不會記錄在案，惟已繳交費用不作退款。
6.3	如租用人在 30 天內累積兩次不取場及／或未有到場使用的記錄，其租用設施資格將由 第二次違規之次日起暫停 30 天。
6.4	所有訪客均須遵守場地使用守則。凡訪客有違規行為，場地租用者須承擔相關責任。
6.5	任何使用者若違反本使用守則，將喪失體育場地及各項相關設施之租用及使用權利。

7.	惡劣天氣安排（八號或以上熱帶氣旋警告信號／黑色暴雨警告信號／「極端情況」）	
	7.1	開放時間前：如上述信號／警告已生效，或天文台預告將於未來兩小時內生效，所有場地暫停開放。
	7.2	開放期間：如上述信號／警告生效，或天文台預告將於未來兩小時內生效，所有場地即時關閉；使用者須儘快離開。
	7.3	如天文台於當日除下或改發較低等級信號／警告，所有場地將於兩小時後恢復開放。
	7.4	因惡劣天氣影響而取消之預訂，租用人可申請重新安排補場。如未能安排合適時段補場，租用人須於 14 天內自行向學生事務處辦理退款手續。
8.	其他：	
	8.1	所有使用者必須遵守上述守則，校方有權修改上述守則，而毋須事前通知。

學生事務處
2026 年 9 月 2 日

Hong Kong Shue Yan University

Regulations for the Use of Sports Facilities

1.	Eligibility:
1.1	Full-time students / part-time students.
1.2	Staff members and their relatives residing in university hostels.
1.3	Alumni (Must register for an exclusive alumni email before booking facilities). *Each hirer is permitted to bring up to 4 visitors, provided that the hirer remains present throughout the session.
1.4	Groups or individuals approved by the University.
2.	Venue and Opening Hours:
2.1	LG409 Indoor Sports Court, Main Building: Mon – Sat: 10:00 – 21:00 HLG2 Indoor Sports Court, Residential & Amenities Complex: Mon – Sun: 10:00 – 22:00 RLG506 Indoor Sports Court, Research Complex: Mon – Sat: 09:00 – 22:00
2.2	Facilities may be temporarily closed due to University examinations, events, or venue set-up. Specific closure arrangements will be announced in advance on the website.
2.3	If the University deems the sports facilities unsuitable for opening or due to other objective factors such as emergency repairs, bad weather, etc., requiring temporary closure, it has the right to execute the closure immediately.
2.4	The fees can be viewed in the Facility Venue Booking System https://fvbs.hksyu.edu
3.	Online Facility Booking Procedure:
3.1	Eligible users must complete the booking procedure through the Facility Venue Booking System . Students and staff may book facilities 1 to 14 days in advance, while alumni may book 1 to 7 days in advance.
3.2	Same-day bookings are not accepted.
3.3	After selecting the facility in the online system, payment must be completed through the system within 15 minutes. Upon successful payment, hirers will receive an email confirmation and should retain it until after using the facility.
3.4	Each user is allowed to book a maximum of two hours per day for the same facility and cannot book more than one facility for the same time slot.
4.	Check-in Procedure:
4.1	Before using the facility, hirers must present their booking confirmation email and identity document at the designated security counter to check in: <u>Identity Verification:</u> Students and Staff: Must present their Student ID or Staff ID card. Staff Relatives and Alumni: Must present proof of identity. <u>Designated Security Counters:</u> Security Counter at Research Complex: For facilities in the Research Complex and Main Building.

		Security Counter at Residential & Amenities Complex: For facilities in the Residential & Amenities Complex.
	4.2	All visitors must be accompanied by the hirer to enter the facility, and visitor information must be registered during check-in.
5.	Use of Facilities and Personal Belongings:	
	5.1	All users must comply with the rules and regulations of all venues.
	5.2	To ensure user safety, the maximum capacity for each facility is as follows: Basketball Court: 12 persons Badminton Court: 4 persons Table Tennis Room: 4 persons
	5.3	Priority will be given to University events, PE classes, and sports team trainings for the use of all facilities.
	5.4	Events organized by internal or external groups must apply to the Office of Student Affairs in advance and obtain prior approval before using the facilities.
	5.5	Any unauthorized activities, including but not limited to commercial activities, are strictly prohibited.
	5.6	Unless prior approval is granted by the University, the booked facilities must only be used for their designated purposes. Users who intend to use the facilities for other activities must obtain agreement from the University before booking. In the case of unauthorized use without prior consent, the University reserves the right to terminate the use of the venue immediately, and no refund of rental fees will be made.
	5.7	Users are solely responsible for their personal safety and belongings. The University assumes no responsibility or liability for any accidents, loss, or injuries caused by user negligence or improper use of equipment.
	5.8	If any equipment or facility damage/malfunction is found, please notify the Facilities Management Office or authorized staff (e.g., security guard) immediately.
	5.9	Users should adjust their exercise intensity appropriately. If necessary, consult a doctor or healthcare professional prior to use to prevent personal injury.
	5.10	The University reserves the right to claim compensation from any user who damages sports facilities or property.
	5.11	No facilities or equipment within the sports courts may be moved without prior consent from the Office of Student Affairs or the Facilities Management Office.
	5.12	Users must bring their own personal equipment, such as racquets and balls.
	5.13	Smoking, eating, and drinking are strictly prohibited inside the sports courts.
	5.14	Photography, video recording, and the use of loudspeaker audio devices are strictly prohibited inside the sports courts without prior authorization from the University.
	5.15	Do not cause nuisance to others. Loud noises, chasing, profanity, and disorderly conduct are prohibited. The Facilities Management Office or authorized staff (e.g., security guard) reserves the right to ask misbehaving individuals to leave or deny them entry.
	5.16	Non-marking sports shoes must be worn in the sports courts. All users must wear appropriate sports attire while exercising. Bare feet and being bare-chested are strictly prohibited.
	5.17	The University reserves the right to close the sports facilities for training classes, events, cleaning, maintenance, repairs, or other activities without prior notice.

6.	Penalties for Rules Violation:	
	6.1	If a hirer fails to check in and/or does not show up to use the venue, a record of non-attendance will be logged.
	6.2	Under normal circumstances, confirmed facility bookings cannot be changed in terms of date or time slot. If a user notifies the Office of Student Affairs to cancel a confirmed booking at least one working day in advance, no non-attendance record will be logged; however, all paid fees are non-refundable.
	6.3	Accumulating two non-attendance records within 30 days will result in a 30-day suspension of facility booking privileges, starting from the day following the second violation.
	6.4	All visitors must comply with the rules and regulations of the facilities. In the event of any rule violation by a visitor, the hirer shall be held accountable.
	6.5	Any user who breaches these regulations will forfeit the right to book and use the sports courts and their related facilities.
7.	Inclement Weather Arrangements (Typhoon Signal No. 8 or Above / Black Rainstorm Warning / "Extreme Conditions"):	
	7.1	Before Opening Hours: If the above signal/warning is in effect, or if the Hong Kong Observatory announces that it will be issued within the next two hours, the Sports Courts will remain closed.
	7.2	During Opening Hours: If the above signal/warning is issued or announced within two hours, the Sports Courts will close immediately, and users must leave as soon as possible.
	7.3	Reopening: If the signal/warning is cancelled or replaced with a lower signal by the Hong Kong Observatory, the Sports Courts will reopen two hours after the cancellation/lowering.
	7.4	Bookings cancelled due to inclement weather may apply for rescheduling. If a suitable time slot cannot be arranged, the hirer must apply for a refund from the Office of Student Affairs within 14 days.
8.	Miscellaneous:	
	8.1	All users must strictly abide by the rules above. The University reserves the right to amend these regulations at any time without prior notice.

Office of Student Affairs

2 September 2026