

Chu Hai College of Higher Education

Sports Facilities at the Gymnasium

1. Sports Facilities

The Gymnasium is multi-functional and could be used for basketball, volleyball, handball, badminton, table-tennis activities

The normal configuration is:

- one full-court basketball court
- two badminton courts
- one table-tennis table

Use for volleyball and handball activities must be reserved in advance

Special venue arrangement by sport:

- basketball court : 1 full-court plus 3 half-courts
- volleyball : 1 full-court
- handball : 1 full-court
- badminton : 6 courts (singles/doubles)
- table-tennis : 6 tables

2. Opening Hours *

Monday – Friday	9:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 10:00 p.m.
Sunday	2:00 p.m. – 6:00 p.m.
School & Public Holidays	Closed

* Except days scheduled for maintenance. Maintenance will be scheduled from 9:00 a.m. to 12:00 noon on the 1st and 3rd Monday of each month. If maintenance falls on a public holiday, it will be rescheduled to the next working day.

Regulations Governing the Use of Sports Facilities

General Regulations

1. Eligible Users

- 1.1. Sports facilities are available to eligible users upon presentation of College I.D. Card of the following categories:
 - a) Student Card
 - b) Staff Card
 - c) Alumni Card
- 1.2. Alumni and guests shall seek prior approval from the Physical Education Unit for booking.
- 1.3. Guests must be accompanied by full-time students or staff when using the facilities.
- 1.4. Children under aged 5 are not allowed to enter and use the facilities.
- 1.5. Children aged between 5 and 12 must be accompanied by an adult when using the facilities.
- 1.6. Users are not allowed to receive coaching fees without prior approval of the Physical Education Unit.

2. Priority of Use

- 2.1. College events.
- 2.2. Courses organized by the Physical Education Unit.

2.3.College sports team training.

2.4. Activities organized by the Physical Education Unit.

2.5. Activities organized by student organizations.

2.6. Activities organized by staff organizations.

2.7. Student activity hours.

2.8. Staff activity hours.

3. Booking Procedures

3.1.Group Bookings

- a) Telephone booking is only available for groups. Booking must be followed by a submission of a written application form. Upon confirmation, booking charges must be settled within the next working day.
- b) Advance booking by student or staff groups for training or competition purpose may be made up to three months in advance by submitting an application for the use of sports facilities. Proposed fixture or setup of audio-visual equipment must be submitted together with the application.

3.2. Individual bookings

- a) Individual bookings may be made up to one week in advance at the service counter of the Gymnasium during opening hours.
- b) Booking of any categories of vacant sports facilities on the day of use may be made at the service Counter of Gymnasium.

- c) Booking of the facilities is on a first-come-first-served basis.
- d) Booking must be made in person with a valid College I.D. Cards for verification.
- e) A booking voucher will be issued upon payment of fees. Facilities charges are non-refundable. Confirmed booking shall not be rescheduled unless the adverse weather notice is held during the booking period. Users are required to present their booking vouchers for inspection when using the facilities.
- f) Each user can make only one booking per day for any type of facility.
- g) A free walk-in session is available for student and staff to enjoy all sports facilities at Gymnasium. Please refer to the period of the free walk-in session as posted on the notice board at Gymnasium.

3.3 Facilities Charges

Facilities	Student / Staff	Others
Basketball Court		
Full Court	\$50	\$80
Half Court	\$25	\$40
Volleyball Court	\$50	\$80
Badminton Court	\$15	\$20
Table Tennis Court	\$10	\$15
*To encourage the use of sports facilities during non-peak hours, 50% reduction in facilities charges is offered to all students and staff on Saturdays and Sundays.		

4. Sports Attire

- 4.1. Users should wear appropriate clothing and sports shoes. Bare foot is not allowed.
- 4.2. Footwear must be non-marking rubber-soled sports shoes.

5. Changing Room

- 5.1. Changing rooms are available to all eligible users.
- 5.2. Photographs or videotaping inside the changing rooms are prohibited.
- 5.3. Valuables and personal belongings should not be left unattended inside the changing room.
- 5.4. The Physical Education Unit shall not be responsible for any loss or damage of personal belongings being left unattended in the changing room.

6. Lockers

- 6.1. Lockers inside the Gymnasium are key-operated.
- 6.2. Users are required to **present** their College I.D. Card in exchange for a key at the service counter of the Gymnasium.
- 6.3. Users must return the key to the service counter of the Gymnasium before leaving the facility.
- 6.4. The Physical Education Unit shall not be responsible for safe-keeping of any items found in lockers nor shall it be liable to any loss or damage in connection therewith.
- 6.5. Lost or damaged locker key will be charged to the user.

7. Equipment

- 7.1. Students, staff and alumni are required to present their College I.D. Card for loan of equipment.
- 7.2. For installation or moving of equipment, please indicate on the loan form at the service counter of Gymnasium.
- 7.3. For the use of audio-visual equipment at the Gymnasium, prior approval from the Physical Education Unit is required.
- 7.4. Any lost or damaged equipment must be reported to the Physical Education Unit. The cost of repair or replacement will be borne by the user.
- 7.5. Users must return the equipment on loan in person before leaving the Gymnasium.

8. Smoking, Food and Drink

- 8.1. Smoking is prohibited inside the Gymnasium or on campus.
- 8.2. No food or drink except water is allowed.

9. Animals or Pets

- 9.1. Animals or pets are not allowed to be brought into the Gymnasium.

10. Lost and Found

- 10.1. Users are reminded not to carry and leave valuables in the Gymnasium. The College will not be responsible for any loss of personal properties.

10.2. Unattended articles found will be kept for three weeks. Unclaimed articles will be sent to the Registrar's Office.

11. Injuries or Accidents

11.1. Injuries or accidents should be reported immediately to the service counter of the Gymnasium for necessary action. First-aid kit is available at the service counter.

11.2. Users shall be responsible for their own safety during their stay and use of sports facilities. The Physical Education Unit will accept no responsibility or liability whatsoever.

12. Conduct

12.1. Users should demonstrate proper use of sports facilities so as not to cause any disturbance to other users.

12.2. Sports facilities can only be booked for their designated and specific use unless prior approval is obtained from the Physical Education Unit.

12.3. In case of misconduct or misuse of sports facilities found, the Physical Education Unit has the authority to reject or debar the offender from using the facilities for a designated period, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

12.4. Users must observe and follow the regulations governing the use of sports facilities.

13. Revision of Regulations

The Physical Education Unit reserves the right to update or amend any of the regulations without prior notice.