

## General Regulations of Gymnasium

### 1. Eligible Users

- 1.1. Sports facilities are available to eligible users upon presentation of College I.D. Card of the following categories:
  - a) Sports 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 age 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. Activities organized by alumni organizations.
- 2.8. Student activity hours.
- 2.9. Staff activity hours.
- 2.10. Alumni 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.
- 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.

### **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. Equipment**

- 6.1. For the use of audio-visual equipment at the Gymnasium, prior approval from the Physical Education Unit is required.
- 6.2. 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.
- 6.3. Users must return the equipment on loan in person before leaving the Gymnasium.

## **7. Smoking, Food and Drink**

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

## **8. Animals or Pets**

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

## **9. Lost and Found**

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

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

## **10. Injuries or Accidents**

10.1. 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.

10.2. 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.

## **11. Conduct**

- 11.1. Users should demonstrate proper use of sports facilities so as not to cause any disturbance to other users.
- 11.2. Sports facilities can only be booked for their designated and specific use unless prior approval is obtained from the Physical Education Unit.
- 11.3. 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.
- 11.4. Users must observe and follow the regulations governing the use of sports facilities.

## **12. Revision of Regulations**

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