

Regulations for Use of Sports Facilities

These Regulations apply to all venues and facilities managed by the Physical Education Section (PES). Individual venues (e.g. Fitness Room) may have their own regulations. In the event of any inconsistency between these Regulations and the venue-specific regulations, these Regulations shall prevail.

1. Opening Hours

1.1 PES Office and Gymnasium Reception

Monday to Friday: 09:00 – 21:30

Saturday: 09:00 – 17:30

Closed on Sundays, College holidays and Public Holidays

1.2 Gymnasium

Monday to Friday: 09:30 – 21:30

Saturday: 09:30 – 17:30

Closed on Sundays, College holidays and Public Holidays

1.3 Fitness Room

Monday to Friday: 10:00 – 21:30

Saturday: 10:00 – 17:30

Closed on Sundays, College holidays and Public Holidays

*The opening hours of the sports facilities may be adjusted from time to time subject to operational needs and other circumstances.

2. Eligible Users

2.1 The sports facilities strictly reserved for the following persons:

- a) Students of the College
- b) Staff members of the College
- c) Alumni of the College
- d) Other persons authorised by the PES

2.2 The PES reserves the right to request any users to present a valid College ID card for identity verification at any time. If a user fails to produce the relevant identification document upon request, the PES reserves the right to deny such user access to the sports facilities.

2.3 Visitors and persons under the age of 15 must obtain prior approval from the PES. Such persons must be accompanied by an eligible user when entering and using the sports facilities. The Eligible User shall be responsible for the conduct and behaviour of the visitor while using the sports facilities.

2.4 The sports facilities must be used for sports-related activities only. Unless prior approval is obtained from the PES, the facilities must not be used for any commercial, profit-making activities, or non-sporting purposes.

2.5 The PES reserves the right to adjust opening hours, rules of use, capacity limits, or access arrangements as necessary in response to operational or venue conditions.

3. Order of Priority for Use

3.1 College activities

3.2 Student activities

3.3 Staff activities

3.4 Alumni activities

3.5 Others

* Applications of the same priority level will generally be processed on a first-come, first-served basis, subject to venue availability. The PES reserves the right to make the final decision on venue allocation and usage arrangements.

(For details of application and booking procedures, please refer to the “*Implementation Rules for Application for Use of Sports Facilities*”.)

4. Code of Conduct

4.1 Users must use all sports facilities and equipment responsibly, safely, and with due care, and must keep them clean at all times.

4.2 Users must avoid making noise and must not cause any disturbance to others.

4.3 Any dangerous, disorderly, or unsafe behaviour that may endanger others is strictly prohibited.

4.4 Users must not bring any personal equipment that may pose a safety risk (e.g. barbells, baseball bats) into the venues.

4.5 Smoking is strictly prohibited within the campus and all sports facilities, including restrooms and changing rooms.

4.6 No food or beverages are permitted inside the sports facilities, except plain water in a sealed container. Prior approval from the PES is required for any exceptions.

4.7 In cases of improper conduct, potential danger, misuse of facilities or unauthorized access, the PES reserves the right to immediately refuse or suspend access for a specified period and may refer the case to relevant departments, including law enforcement authorities, for follow-up action.

5. Dress Code

5.1 Users must wear appropriate sportswear and **clean, non-marking sports shoes**.

5.2 Being barefoot, shirtless, or otherwise inappropriately dressed is strictly prohibited.

6. Restrooms and Changing Rooms

6.1 Restrooms and changing rooms are for eligible users only.

6.2 Photography and video recording are strictly prohibited in restrooms and changing rooms.

6.3 Users must keep these areas clean and must not store personal belongings or leave items unattended in any sports facilities.

7. Facilities and Equipment

7.1 Sports equipment (e.g. basketballs, badminton rackets/shuttlecocks, table tennis rackets/balls) is available for individual use upon application and on a first-come, first-served basis. Users must present a valid College ID card at the Gymnasium Reception and must return all equipment promptly after use.

7.2 Users must not move or adjust any fixed venue facilities or equipment without prior approval from the PES.

7.3 The use of in-house audio-visual systems, power supply facilities, or the placement of any decorations or objects within the sports facilities is strictly prohibited.

7.4 If any facility or equipment is found to be soiled, damaged, wet, slippery, unsafe, or otherwise defective, users must stop using it immediately and notify the PES.

7.5 Users are fully liable for the costs of repair or replacement of any facility or equipment damaged or lost as a result of misuse or negligence. The PES reserves the right to pursue compensation where appropriate.

8. Personal Safety and Responsibility

8.1 Participation in sports activities involves inherent risks. Users must assess their own physical condition and fitness level before participation and are strongly advised to seek medical advice before engaging in strenuous activities.

8.2 In the event of an accident, injury, or physical discomfort (e.g. dizziness or chest pain), users must stop the activity immediately, seek assistance, and notify the PES.

8.3 Users are solely responsible for the safekeeping of their personal belongings. Valuables should not be brought into any sports facilities.

8.4 All users use the sports facilities at their own risk. The PES and the College accept no responsibility or liability for any injury, death, or loss of property arising from the use of the sports facilities or equipment.

9. Miscellaneous

9.1 Fire-fighting equipment and emergency exits must not be obstructed under any circumstances.

9.2 Animals are not permitted in any sports facilities.

9.3 Lost property will be temporarily kept by the PES. Unclaimed items will be transferred to the Security Office for handling after 3 – 5 working days under normal circumstances.

9.4 The PES reserves the right to amend these Regulations at any time without prior notice. In the event of any dispute, the decision of the PES shall be final.

9.5 These Regulations are issued in both Chinese and English. In the event of any discrepancy between the two versions, the English version shall prevail.

香港珠海學院體育組

體育設施使用規定

《體育設施使用規定》適用於體育組轄下所有場地及設施。個別場地（如健身室）另設專用使用規定；如本規定與各場地專用使用規定有任何不一致，一概以本規定為準。

1. 開放時間

1.1 體育組辦公室及體育館前台：週一至週五：09:00 – 21:30；週六：09:00 – 17:30；
週日、學院及公眾假期閉館

1.2 體育館：週一至週五：09:30 – 21:30；週六：09:30 – 17:30；週日、學院及公眾假期閉館

1.3 健身室：週一至週五：10:00 – 21:30；週六：10:00 – 17:30；週日、學院及公眾假期閉館

*各體育設施之開放時間或會因應運作需要或特別情況而作出調整。

2. 合資格使用者

2.1 體育設施只供以下人士使用：

- a) 本校學生
- b) 本校職員
- c) 本校校友
- d) 其他獲體育組授權人士

2.2 體育組有權要求使用者出示本校有效的學院證件以核實身份。如使用者未能按要求出示相關的有效學院證件，體育組有權拒絕該使用者進入及使用體育設施。

2.3 訪客／未滿 15 歲人士須經體育組批准，並由上述合資格人士陪同方可進入及使用體育設施。合資格使用者須對該訪客／未滿 15 歲人士在進入及使用體育設施期間之行為負責。

2.4 體育設施僅供體育運動用途，除獲體育組批准，否則不得作任何其他用途或營利活動。

2.5 體育組有權因應場地實際情況調整開放安排、使用規則及／或人數限制。

3. 使用優先次序

- 3.1 學院活動
- 3.2 學生活動
- 3.3 職員活動
- 3.4 校友活動
- 3.5 其他

*相同優先次序之申請，一般會按場地使用情況以先到先得原則處理。體育組保留對場地分配及使用安排作最終決定之權利。

（有關使用或預訂程序，請參照《申請使用體育設施執行細則及申請表》。）

4. 行為規範

- 4.1 使用者須正確、安全地使用體育設施及器材，並時刻保持其整潔。
 - 4.2 請保持安靜，避免喧嘩或製造嘈音。
 - 4.3 嚴禁任何具危險性、擾亂秩序或影響他人安全的行為。
 - 4.4 請勿攜帶任何可能構成安全風險之私人器材（例如槓鈴、棒球棍等）。
 - 4.5 校園及各體育設施內（包括洗手間及更衣室）嚴禁吸煙。
 - 4.6 未經體育組許可，不得攜帶或進食任何食品或飲品；清水除外，惟必須以密封容器盛載。
 - 4.7 如發現任何不當行為、潛在危險、濫用設施，或未經授權進入等情況，體育組有權即時拒絕或禁止有關人士在指定期間內使用相關設施，並可將個案轉交相關部門（包括政府執法部門）跟進處理。
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5. 服裝要求

- 5.1 使用者須穿著合適的運動服裝及**清潔且不脫色之運動鞋**。
 - 5.2 嚴禁赤足或裸露身體。
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6. 洗手間及更衣室

- 6.1 洗手間及更衣室僅供合資格使用者使用。
 - 6.2 洗手間及更衣室內嚴禁拍照或錄影。
 - 6.3 使用者須保持洗手間及更衣室整潔，不得於任何體育設施內存放個人物品。
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7. 設施及器材

- 7.1 體育館備有運動器材（籃球、羽毛球／拍、乒乓球／拍等）供個人申請者借用；如欲借用，請於體育館前台憑本校有效的學院證件辦理借用手續，先到先得，用後請立即歸還。
 - 7.2 如需移動或調整任何場地設施及器材，必須事先通知體育組，使用者不得自行操作。
 - 7.3 未經體育組許可，不得使用場地內影音或電源設施、或於場地內佈置任何物品。
 - 7.4 如發現任何設施或器材出現污損、濕滑、破壞或影響安全之情況，請即時通知體育組並暫停使用。
 - 7.5 因不當使用致設施或器材損壞或遺失者，須負責賠償維修或更換費用；體育組保留一切追究權利。
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8. 個人安全與責任

- 8.1 體育運動具有一定風險，請按個人身體狀況及能力審慎參與；如有需要，請於活動前諮詢醫生。
- 8.2 如遇危險、意外或身體不適（如頭暈、胸悶等），請即時停止活動，尋求協助並通報體育組。
- 8.3 使用者須妥善保管個人財物，避免攜帶或於場地內放置貴重物品。
- 8.4 在場人士須自行負責其個人人身及財物安全，體育組概不就任何人士因使用體育設施及相關器材而引致之人身傷亡或財物損失承擔任何責任。
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9. 其他

- 9.1 體育館內設有消防裝置及逃生出口，任何情況下均不得阻塞。
- 9.2 不得攜帶動物進入任何體育設施。
- 9.3 如有失物，將由體育組暫時保管；一般情況下，無人認領之失物將於 3 - 5 個工作天後轉交保安部處理。
- 9.4 體育組有權隨時修訂本規定而不作另行通知；如有任何爭議，體育組保留最終決定權。
- 9.5 倘中文版本與英文版本有任何歧異或不一致，一概以英文版本為準。
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