



The Hang Seng University of Hong Kong
Lee Shau Kee Complex

Information for Users

(Updated in January 2026)

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. A variety of sports-related facilities are located on the ground Floor, the first floor and the second Floor.

| | | |
|------------|---|--|
| G/F | Indoor Swimming Pool | A 25-metre six-lane heated pool. Water temperature will be maintained at around 28°C during winter season. |
| | The Inspiring | A flexible and cozy learning and interaction area. |
| 1/F | Mr & Mrs Stewart Wong Multi-Purpose Room | Approximately 70 square metres, accommodating up to 30 people, the room is equipped with a computer and a projection system. The room will also serve as a table tennis room when there are no advance bookings. |
| | Music Room | Approximately 15 square metres. The room is equipped with a keyboard, one drum set and a basic amplifier system. |
| 2/F | Sports Hall | Approximately 650 square metres with bamboo floating sports floor system. The Hall can be used as: a) One basketball court b) One volleyball court c) Four badminton courts (for badminton/ padel tennis/ pickleball/ soft tennis) d) Other activities approved by the PE Section* An LED Wall (W7.08 x H4.23 metres) is available for departmental or student organisation activities. |
| | Dance Studio | Approximately 90 square metres, equipped with basic AV system. |
| | Fitness Centre | Approximately 230 square metres, equipped with a range of cardio and weight training machines available for qualified users. |

*Prior approval must be obtained from Physical Education Section, Student Affairs Office (PE Section).

2. Opening Hours

| Facilities | Opening Hours |
|--|---|
| Sports Hall/ Dance Studio/ Mr & Mrs Stewart Wong Multi-Purpose Room/ Music Room | <u>Monday to Friday</u> 08:30 – 22:30 <u>Saturday and Sunday</u> 09:00 – 19:00 |
| Fitness Centre | <u>Monday to Friday</u> 08:30 – 14:30; 15:30 – 22:30 <u>Saturday and Sunday</u> 09:00 – 13:00; 14:00 – 19:00 |
| Indoor Swimming Pool | <u>Monday to Friday</u> 08:30 – 14:30; 15:30 – 21:30 <u>Saturday and Sunday</u> 09:00 – 13:00; 14:00 – 18:00 |

Remarks: Changing rooms will be closed 30 minutes after the closing time of sports facilities.

| Public Holidays/ University Holidays | Opening hours |
|---|-----------------|
| <ul style="list-style-type: none">4 continuous days of Easter Holiday (From Good Friday to Easter Monday)Christmas and Boxing Day (25 and 26 December)New Year's Day (1 January)Lunar New Year (Chor 1 to Chor 3)All public holidays (Except Every Sunday, please refer to government website - General Holidays) | Closed |
| <ul style="list-style-type: none">Christmas EveNew Year's EveLunar New Year's Eve | Closed at 13:00 |
| <ul style="list-style-type: none">Winter SolsticeMid-Autumn Festival | Closed at 16:00 |

For other special arrangements regarding opening hours, please refer to the website of Physical Education Section, Student Affairs Office ("PE Section") and the announcements on eCampus.

3. Free Sessions

HSUHK staff and students can enjoy free access to the following facilities at the Complex during free sessions when there are no prior bookings:

| Facilities | Timeslots |
|--|---|
| <ul style="list-style-type: none">• Sports Hall (badminton/ basketball(half-court)/ padel tennis/ pickleball/ soft tennis)• Fitness Centre• Mr & Mrs Stewart Wong Multi-Purpose Room (table tennis)• Indoor Swimming Pool | <p><u>Monday to Friday</u> 08:30 – 14:30 (exclude public holidays)</p> <p><u>Friday evening</u> 17:30 – 20:30</p> |

Please present HSUHK staff or student card for verification and registration. HSUHK staff and students can bring guests during free sessions upon purchasing guest tickets. Guests are not allowed to use the Fitness Centre. Please refer to Point 5. for the detailed entitlements.

4. Tickets, Booking Procedures and Priority

- a) All individuals must purchase tickets prior to using all sports facilities.
- b) Please book all facilities via online booking system; PE Coupons are the only valid payment method. Holders of the Swimming and Fitness Pass should obtain tickets via the PE Station at the Complex.
- c) Bookings are available on the half hour, for example 8:30 am – 9:30 am, 4:30 pm – 7:30 pm, and so on (but not 3:00 pm - 6:00 pm). Each session lasts one hour.
- d) In case of adverse weather or when the facilities are closed due to other circumstances, arrangements and refund policy will be announced on eCampus. Related fees (if any) will be refunded to the users' PE Coupon accounts.
- 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, classes, as well as other sports activities, such as competitions and training sessions.
 2. Schools or Departments can book the facilities up to one year in advance, the applicant must submit the application together with an activity proposal to PE Section.
 3. Approval must be sought from the Director of Student Affairs if the activity exceeds 3 hours. Please refer to Appendix 1 for the application and approval process.
 4. The applicant can reserve up to 1 hour each before and after the event for venue/equipment setup and dismantling works, if necessary. Please refer to Appendix 1 for the application and approval process.
 5. The applicant is responsible for arranging the venue setup and ensuring the venue is tidied up and returned to the original condition after use.
 - ii. **Activities organised by Student Organisations**
 1. Applications made by the Students' Union, clubs or societies must be submitted by the delegated person(s) of the student group.
 2. Sports-related activities organised by sports teams and student organisations should submit the application together with an activity proposal to PE Section

up to 3 months in advance; for non-sports-related activities, student organisations should submit the application together with an activity proposal to PE Section up to 2 months in advance.

3. Approval must be sought from the Director of Student Affairs if the activity exceeds 3 hours. Please refer to Appendix 2 for the approval process.
4. The applicant can reserve up to 1 hour each before and after the event for venue/equipment setup and dismantling works, if necessary. Please refer to Appendix 2 for the approval process.
5. The applicant is responsible for arranging the venue setup and ensuring the venue is tidied up and returned to the original condition after use.
6. If student organisations would like to reserve the swimming pool for organising activities, they must submit the application together with the activity proposal 3 months in advance to PE Section.
7. The applicant must settle the payment within 72 hours or at least 1 hour before the scheduled booking, whichever is earlier, once the application is indicated as “Successful” in the system. Otherwise, the booking will be cancelled automatically.
8. If the applicant fails to check-in for the facility, the booked session(s) will be cancelled and released automatically.

iii. Individual Student or Staff booking

1. The following sports and facilities are available for booking*:
 - a. Sports Hall (for half-court basketball)
 - b. Badminton Courts (for badminton/ padel tennis/ pickleball and soft tennis)
 - c. Dance Studio
 - d. Mr & Mrs Stewart Wong Multi-Purpose Room
 - e. Mr & Mrs Stewart Wong Multi-Purpose Room (for table tennis)
 - f. Music Room
- *Individual students and staff are not allowed to book the entire sports hall or the indoor swimming pool.
2. Eligible users can make walk-in bookings or advance bookings of the facilities up to 7 days from the current date via the e-booking system on eCampus (i.e. booking for next Wednesday can be made on this week's Wednesday). Individual students or staff must settle the payment for the respective booking immediately by PE coupons. Otherwise, the booking would be considered incomplete.
3. Students and staff can make advance bookings for free sessions through the desktop version of the e-booking system (not available on mobile version) up to 24 hours in advance. Advance bookings for free sessions are only available for Monday to Friday from 11:30 – 14:30 and Friday from 17:30 – 20:30. Staff will have priority for booking and using the basketball half-court and badminton courts during free sessions on Friday nights; students can make walk-in appointments.
4. Users may cancel the bookings within 24 hours after the bookings are made, or before the session begins (whichever is earlier) through the e-booking system. The fee will be refunded as PE coupons which can be used for future bookings. No refunds will be made after the specified cancellation period.

5. Eligible users can reserve one facility for one hour per week (including free sessions) while alumni can reserve up to two hours during designated timeslots (except for the fitness room, the indoor swimming pool, and walk-ins), unless otherwise specified. Each week starts on Monday and ends on Sunday.
6. Users must check in at the PE Station before using the facilities, or it will be considered a “No-Show” and the facilities will be released for other users.
7. Users are required to present relevant documents to prove that they are valid users upon request.

5. **Eligible users and entitlements**

- a) Below are the **eight categories** of users eligible to use the facilities at the Lee Shau Kee Complex:
 - i. Students: HSUHK full-time/ part-time/ exchange student in any programmes.
 - 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 HSUHK staff dependent card(s).
 - iv. Affiliate Card (Alumni): Alumni of HSUHK/HSMC/HSSC who have paid the annual membership fee.
 - v. Affiliate Card (VIPs): Board of Governors, University Council, Board and Council Committees and invited VIPs.
 - vi. Affiliate Card (HSUHK Foundation Members): HSUHK-Foundation Members.
 - vii. Affiliate Card (General): Honorary Professorial Staff, Adjunct Faculty Staff, Adjunct Lecturers and other Special Guests.
 - viii. E-Affiliate Card: Retired staff of HSUHK/HSMC/HSSC who have been approved by the University and have paid the annual membership fee.

Guests should be accompanied by eligible users listed in i., ii., and iv.-viii. above. Family members with HSUHK staff dependent cards are not eligible to bring guests.

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

| | Student | Staff | Family Member | Affiliate (General) | Affiliate (VIP) | Affiliate (Foundation Member) | Affiliate (@E-Affiliate/Alumni) |
|---|-------------------|----------------------------|---------------|---------------------|--------------------|-------------------------------|---|
| Annual Fee | N/A | | | | | | HKD300 |
| Designated Time Slot | All opening hours | | | | | | Saturday, Sunday, Semester breaks, #Summer Period |
| Facility charge | Student Price | Regular Price [^] | | | | | |
| Maximum number of guests allowed per day, accompanied by student, staff or alumni | 1 | 3 | 0 | 3 | | | |
| Entrance fee per guest*, per day into the Complex (Applicable only at the Complex) | HKD20 | | N/A | HKD20 | HKD20 [^] | HKD20 | |

*Guests are required to be accompanied by eligible users listed above when using the sports facilities; No guests are allowed to use the Fitness Centre.

#Summer Period: 1 June – 31 August each year, excluding public holidays; please refer to the announcement on the PE Section's website for the detailed dates for Semester breaks.

[^]For Affiliate cards (VIP) issued on or before 1 Jan 2017, please refer to its terms and conditions.

⑩ All bookings of sports facilities are processed on a first-come-first-serve basis; due to a variety of internal functions, the Sports Hall is subject to limited availability during weekends. Affiliate card holders are advised to purchase PE coupons in advance to settle all related payments.

6. Charge of Facilities

| Facilities / Price | Student | Regular* | Student Organisations | Schools/ Departments |
|--|---------|----------|---------------------------------------|----------------------|
| Rate per hour | | | | |
| Badminton Court (badminton, padel tennis, pickleball and soft tennis) | HKD12 | HKD24 | HKD12 | HKD24 |
| Basketball Half-Court | HKD20 | HKD40 | HKD20 | HKD40 |
| Sports Hall Full Court (basketball/ volleyball) | N/A | | HKD30 | HKD60 |
| Mr & Mrs Stewart Wong Multi-Purpose Room (whole venue)/ Dance Studio | HKD25 | HKD50 | HKD25 | HKD50 |
| Music Room | HKD20 | | | |
| Mr & Mrs Stewart Wong Multi-Purpose Room (table tennis) (per table) | HKD9 | HKD18 | HKD9 | HKD18 |
| Swimming Pool Lanes (per lane) | N/A | | HKD20 plus HKD6 entry fee per head | |
| Rate for session | | | | |
| Fitness Centre [#] & Swimming Pool [^] | HKD6 | HKD12 | N/A | |

*Regular price applies to all HSUHK staff, alumni, guests, and their family members. Guests are not eligible to use the Fitness Centre.

#Fitness Centre: two 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: two sessions per day; Monday to Friday: 08:30 – 14:30; 15:30 – 21:30; Saturday, Sunday and Non-class days: 09:00 – 13:00; 14:00 – 18:00.

7. Safety rules for activities at the Complex

- a) Always warm up before any physical activity.
- b) Learn the game instructions and know your limits.
- c) Wear appropriate sports gear including goggles when necessary.
- d) Take a rest after exercising for 30 minutes.
- e) Avoid exercising immediately after eating.
- f) Listen to your body. Do not start or stop exercising abruptly if you are feeling unwell.
- g) Ask venue staff for assistance immediately if necessary.
- h) Pay attention to the maximum number of users permitted in each sports venue.
- i) To ensure user safety, unless prior approval is obtained from the University, the maximum numbers of concurrent users allowed in respective sports venues are set as follows:

| Venue | Maximum number of concurrent users allowed in each venue for competitions & recreational activities |
|--|--|
| Indoor Swimming Pool | 60 |
| Mr & Mrs Stewart Wong Multi-Purpose Room | 30 |
| Table Tennis (per table) | 4 |
| Fitness Centre | 30 |
| Dance Studio | 30 |
| Sports Hall | |
| Full Basketball Court | 16 |
| Half Basketball Court | 10 |
| Badminton Court | 4 |

8. General Regulations

- a) All users must observe and adhere to 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 PE Section. If any applicants wish to use the facilities for any other activities, they should seek advice and prior approval from PE Section. 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 obtain suitable insurance coverage to protect the interests of both the applicants and the University. The prevailing level of insurance amount against the indemnity set by HSUHK shall be applied commensurate with the scale or the nature of use or the event.
- d) Applicants should not admit any spectators during the booked period unless they have obtained prior approval from the University.
- e) Activities that involve profit-making, transactions, fund-raising or commercial promotion, are strictly prohibited without prior approval of the University.
- f) Based on 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 prior notice to the applicants. It can also restrict the number of users and/or spectators entering the venue or refuse entry of any individuals based on health concerns or any other reasons and/or impose further conditions for the use of recreation and sports facilities.
- h) The University reserves the right to cancel, interrupt or terminate the use of the room or facility if the regulations stated above are deemed to be violated.
- i) In addition to the regulations listed in a)-h), 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. If a violation occurs at the Lee Shau Kee Complex, the concerned individuals will be subject to a fixed penalty, which includes:
 - i. The right to use sports facilities of the concerned user and/or booking applicant would be suspended for 2 weeks (for first-time offenders).
 - ii. The right to use sports facilities of the concerned user and/or booking applicant would be suspended for 1 semester (for repeated offenders) and their respective School(s) would be notified of the incident.

- iii. Penalties listed in i) and ii) would be implemented if PE Section's staff on duty and security guards have already given verbal warning or advice to the concerned user but he or she refused to comply.
- iv. The penalty is applicable to all individual eligible users of HSUHK sports facilities, including students, staff, staff's spouse and/ or their dependents, and alumni.
- v. Staff on duty will take photos for evidence when necessary.
- vi. A warning letter will be issued to the concerned user and PE Section will keep a record.
- vii. The user concerned can appeal against the suspension. The appeal must be submitted in writing to PE Section within 5 working days from the issue date of the warning letter. Similar to the "Academic Regulations for Undergraduate Programmes (AR-UG) and Academic Regulations for Taught Postgraduate Programmes (AR-TPG)", the appeal will only be considered if fresh evidence which for good reason had not been presented previously.

j) Applicants who plan to hold any high-risk activities (including kickboxing and sports involving physical contact) or activities that may damage the facilities or evolves in erupting any temporary structure, should seek approval from PE Section before submitting their bookings. The University reserves the right to cancel the booking and terminate the use of the facilities if the applicants fail to follow the rules. (Including the Complex)

k) Identification cards for eligible users (including staff and student ID cards) are the property of the University and are non-transferable. It should not be used by anyone other than the holder. Misuse or falsification of the card constitutes a major offence, and any individuals who commit this offence will be subject to disciplinary action. If the misuse of identification cards occurs at the Lee Shau Kee Complex, the concerned individuals will be subject 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 Student Affairs 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 waiver 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 action.
- v. If the student(s) would like to lodge an appeal on the fixed penalty, the student can write to their respective School Student Disciplinary Committee.

Check-in and Check-out

l) Applicants and users are required to produce their identification documents (i.e. student ID card or staff card) and recognised qualifications (if necessary) for verification at the service counter before entering the facilities and during the booked sessions. Misuse of student ID cards will result in penalties for the involved student. Please refer to paragraph 8k for details.

- m) The applicants must be present during the booked sessions. Staff may request the applicants to produce a valid identification document.
- n) If an organisation or an individual, having booked a session, fail to be present during the booked session(s), or does not fully utilise the facilities without a satisfactory explanation, HSUHK reserves the right to refuse further bookings from the organisation or individual.
- o) The applicants will be responsible for the conduct of the user(s) and must ensure that no disturbances (e.g., excessive noise) are caused to other users or the University community.
- p) All users must vacate the playing area when the booked session(s) or hour(s) have ended. All hired or borrowed equipment must be returned at the same time and the applicants shall reinstate the venue(s) to the original condition before leaving. Any unattended personal belongings and/or items will be considered abandoned and will be discarded.
- q) Student rates apply to all HSUHK full-time students. Staff may request students to produce valid student ID cards for verification during the booked sessions.
- r) The applicants must arrive at the venue within the first 15 minutes of the booked session(s). Otherwise, the booking will be cancelled and released to other users. No refunds will be made for the booked timeslot.
- s) For bookings of padel tennis, pickleball and soft tennis, users shall allow a total of 10 minutes for court conversion; 5 minutes for court setup before playing and 5 minutes to reinstate the court for the next session. (i.e. if you booked 7:30 pm – 9:30 pm for padel tennis, your session will start at 7:35 pm and end at 9:25 pm.)

Dress code

- t) All users must wear appropriate attire and footwear, use appropriate equipment, and wear protective gear when necessary. Users are required to 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) Users must fill in the “Borrow/Return Record (Sports/Music Equipment)” for borrowing sports equipment. PE Section will keep their student ID cards or staff cards until the equipment is returned. If the borrowed equipment is lost or damaged, the borrower is responsible for replacing it with a new or equivalent item. If the borrower fails to do so within a designated period, the compensation and penalty will be followed up by the Finance Office.

Eating and Drinking

- v) Eating and drinking are prohibited inside the Sports Hall and other facilities; except for water. Smoking is strictly prohibited on campus.

Adverse Weather

- w) Please refer to the website for the arrangements regarding adverse weather: <https://sao.hsu.edu.hk/our-services/pe/sports-facilities/>.
- x) The management may exercise discretion to close part or all of the sports facilities when, in its opinion, the facilities are unsuitable for use due to safety or operational concerns. Please refer to eCampus for the latest updates on facilities arrangements during adverse weather.
- y) The related fee (if any) will be refunded to the applicant's PE Coupon account.

Injuries and Damage

- z) All injuries to participants or any other parties, as well as any damage to the facility, must be reported immediately to the service counter or the office of PE Section on the Second Floor.
 - aa) 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, stolen or removed during the use of the facility. Normal wear and tear exempted.
 - bb) The University reserves the right to refuse facility usage to any individual who fails to observe the Conditions of Use or to remove any person from the facility for violations of the University Regulations or other regulations. In such cases, the booking will be automatically cancelled, and any fees paid will be forfeited.
 - cc) The University reserves the right to cancel student bookings on short notice in the event of emergencies or urgent requirements by the University.
 - dd) Any violation of the regulations will result in the immediate suspension of the activity by the University.

9. Safety Rules for Fitness Centre

- a) Fitness Centre is available for shared use by individuals aged 16 and above who possess the required qualifications and have registered as "User of Fitness Centre" under HSUHK during opening hours; users aged 16 to 17 must fill their guardian or parents name in all related forms. For users aged below 15, cases will be referred to SAO PE Section for possible special arrangements. Users can obtain their qualifications through the following methods:
 - i. By completing the "Online Fitness Induction Course" organised by HSUHK; or
 - ii. By participating in the "Fitness Course" and passing the assessment organised by SAO PE Section, HSUHK; or
 - iii. Individuals who possess equivalent qualifications recognised by HSUHK.
- b) Users of Fitness Centre are required to complete a "Physical Activities Readiness Questionnaire - Par-Q & You" (Par-Q & You) on an annual basis as an undertaking to confirm their health condition is suitable for using fitness equipment. The Par-Q & You is valid for one year from the date of completion. Individuals who answer "Yes" to one or more questions should consult a doctor and follow expert advice prior to using any fitness equipment. Users can fill in and submit the Par-Q & You online.
- c) The University, Schools or Departments may book the Fitness Centre for exclusive use to organise fitness activities for students. Please contact SAO PE Section if necessary.
- d) No extension of the validity period of monthly ticket or refund of the fee paid or any part thereof will be made in case of temporary closure of Fitness Centre due to inclement weather or venue maintenance, or during the Public Holidays or University Holidays.
- e) No extension of the validity period of monthly ticket or refund of the fee paid or any part thereof will be made in case of a fitness centre monthly ticket holder whose booking right for use of sports facilities has been suspended due to breach of the "Information for Users – Lee Shau Kee Complex".
- f) Under no circumstances shall user move exercise equipment, use the equipment in any manner not authorised or use the equipment not provided by SAO PE Section.
- g) Users of Fitness Centre should refrain from prolonged occupation of fitness equipment, and should let others use the equipment during breaks.

- h) Users of Fitness Centre should use fitness equipment with care and put down weights (e.g. dumbbells and weight plates) gently. Equipment should be returned to the original location after use to avoid causing danger and inconvenience to the others.
- i) After using the weight training equipment, users should insert the adjustable key into the first weight stack and return all free weights to their original places.
- j) Fitness equipment can only be used for designated exercises or movements unless prior special arrangement has been made.
- k) As a courtesy, users should wipe away any sweat left on the apparatus and machines.

10. Safety Rules for Dance Studio and Mr & Mrs Stewart Wong Multi-Purpose Room

- a) If individuals would like to book the Dance Studio and the Mr & Mrs Stewart Wong Multi-Purpose Room, there must be at least 4 users in the room(s) at all times.
- b) The Dance Studio/ the Mr & Mrs Stewart Wong Multi-Purpose Room can only be used for designated activities unless prior approval is obtained from PE Section.

11. Rules for Music Room

- a) Individual students and staff of HSUHK can book the Music Room for a maximum of 1 hour per day.
- b) Band and Music Societies can book the Music Room for at most 120 hours per semester, with a maximum of 5 hours per day.
- c) Student organisations can submit their bookings up to 3 months in advance, while individual students and staff can submit their bookings 7 days in advance. Priority will be given to training sessions and/or special events organised by HSUHK. Change of timeslots is not allowed after the booking is confirmed.
- d) Users are responsible for checking the condition of all equipment or furniture in the Music Room before use and reporting any damages to PE Section's staff at the service counter as soon as possible.
- e) Equipment and furniture in the Music Room should be returned to their original positions after use. Users will be held liable for any damages to the equipment or furniture and may be required to pay full compensation at market rates for such damages.
- f) Smoking, drinking, eating and 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 purposes or maintenance purposes.
- h) HSUHK shall not be held liable for any loss of and/or damage to any personal property and/or belongings. All users of the Music Room are responsible for their own items.
- i) HSUHK reserves the right to deny entry to any individual who consistently disregards any of the aforementioned requirements and/or causes nuisance or danger to other users.

12. Rules for Indoor Swimming Pools

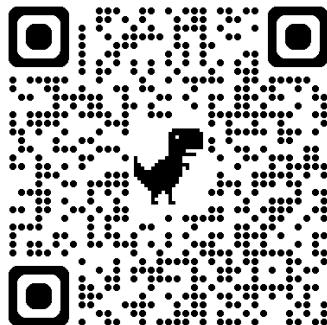
In addition to the above general regulations, users should observe the following regulations when using the swimming pool:

- a) A minimum of 4 users is required per hour for an individual to book a swimming pool lane.
- b) The Swimming Pool will be closed when no lifeguards are on duty and no one (including staff and students) is permitted in the swimming area.
- c) Individuals with any communicable or skin diseases are prohibited from using the pool.
- d) Children under the age of 12 must be accompanied by a parent or an eligible user aged 18 or above when using the pool. For safety concerns, buddy swimming is recommended.

especially for infants or toddlers who have yet to learn how to swim. Each adult may accompany a maximum of 4 children at any time, and children shall not be left unattended at the pool area.

- e) The parent(s) or the adult(s) accompanying the children must purchase a ticket prior to entering the pool.
- f) Babies or toddlers must wear swim diapers when using the swimming pool.
- g) Users must change in the appropriate changing rooms.
- h) Users in swimwear must not use any of the sports facilities other than the pool.
- i) Users must rinse in the footbath and the shower before entering the pool.
- j) Only clean flip-flops are allowed on the pool deck. Swimmers must rinse their rubber flip-flops in the footbath before entering the pool area. Swimmers must wear appropriate swimming attire.
- k) To prevent loose hair from blocking the pool's filtration system, users with shoulder-length hair must wear swimming caps or tie up their hair while using the pool. Staff at the Pool are authorised to forbid any individuals who fail to comply with this rule from using the pool.
- l) Spitting is prohibited in the pool area.
- m) Smoking, eating, drinking and carrying glass cups or bottles into the pool area are strictly forbidden.
- n) Running, pushing, chasing and games are not permitted in the pool area.
- o) No photo taking is permitted in the pool area.
- p) The water depth at each end of the swimming pool is 1.2 meters and 2 meters, respectively. Therefore, swimmers are strictly prohibited from diving or jumping at both ends of the pool.
- q) For safety concerns, the use of inflatable or swimming aids other than kickboards, buoys and inflatable armbands, is banned in the swimming pool. Meanwhile, masks, flippers and other swimming aids are permitted only for special programmes approved by the University.
- r) Do not use any suntan lotion.
- s) The pool can accommodate a maximum of 60 people. When the pool reached its maximum capacity, no entry will be allowed until vacancies are available.
- t) The entire pool, or part of the pool may 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.
- u) The pool may be closed without notice in the event of adverse weather conditions.

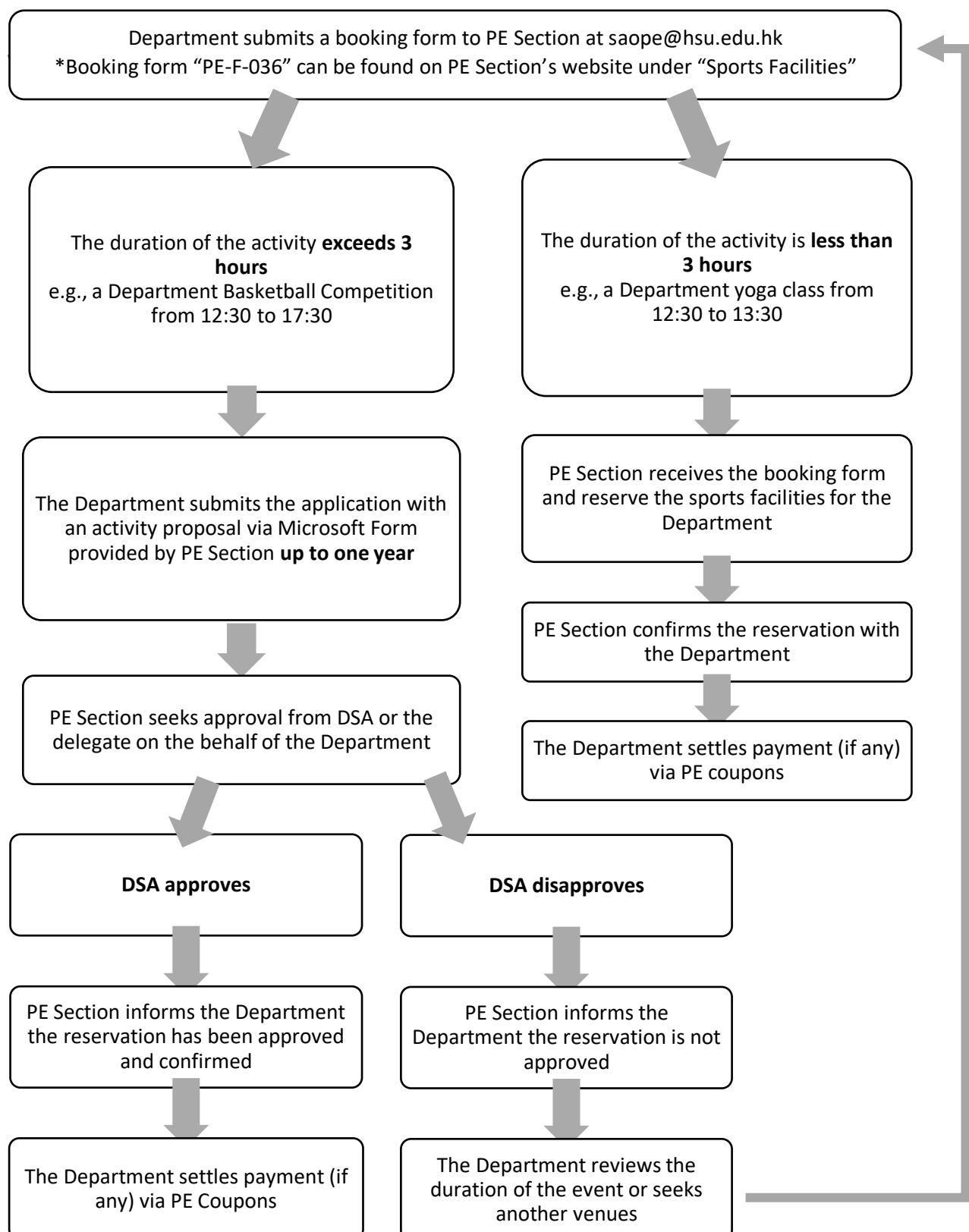
Note: The maintenance and operation of the swimming pool are required to comply with the Public Health Services Ordinance Cap. 132 and the Swimming Pool Bylaws. The above regulations are designed to supplement these Bylaws, for the comfort, safety and convenience of all users. To make the best use of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



You can scan this QR code to visit PE Section's website.

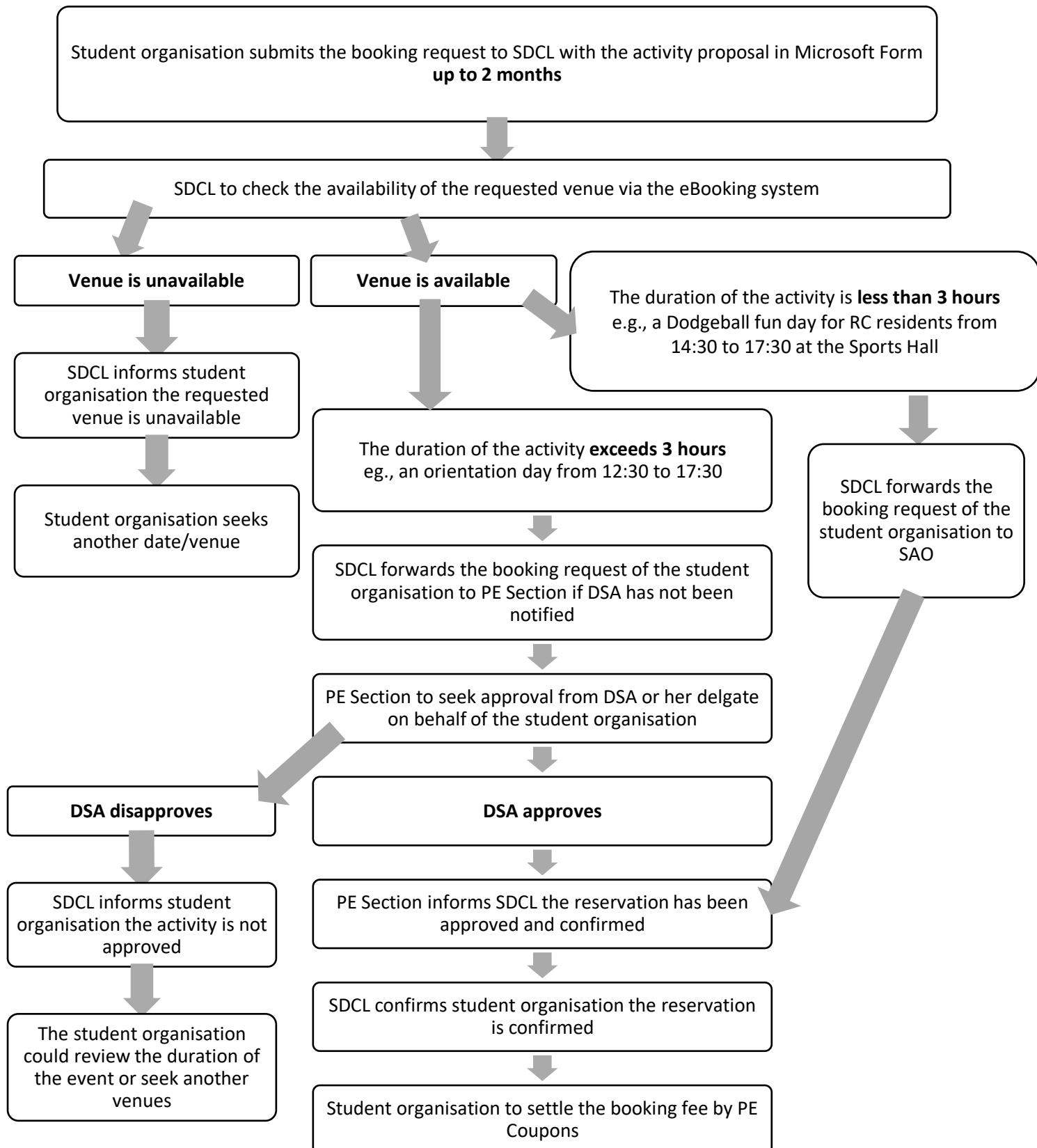
Appendix 1

Approval Process for Departmental Activities at Sports Facilities



Appendix 2

Approval Process for Student Organisations Activities at Sports Facilities



Appendix 2

Approval Process for Student Organisations Activities at Sports Facilities

