

The Facilities Open to Outside bodies

Facilities		No. of facilities	Opening time slots and time slots for priority booking for outside bodies	
			Monday to Saturday	Sunday and Public holiday
(1)	Tennis Court	2	9am to 11pm	NA
(2)	Recreation Room	1	9am to 11pm	NA
(3)	Assembly Hall	1	9am to 11pm	NA
(4)	Activity Room	1	9am to 11pm	NA

Remark: (1) Total opening time per month : 400hours

(2) Priority booking of tennis court is exclusively applicable to:

- (i) School as defined in s.3(1) of the Education Ordinance(Cap. 279); any regulations made thereunder and any amending legislation;
- (ii) Non-governmental organisation that is receiving recurrent subvention from the Social Welfare Department;
- (iii) "National Sports Association" which is affiliated to its respective International Federation and is a member of the Sports Federation & Olympic Committee of Hong Kong,China;
- (iv) Uniformed group and youth organisation that is receiving recurrent subvention from the Home Affairs Bureau; and
- (v) Government department.

Fees and Charges for the Use of Facilities by Outside Bodies

Facilities		Fee (Full Rate)		Fee (Concessionary Rate)
		Monday to Saturday (Close on Sunday and Public Holiday)		Monday to Saturday (Close on Sunday and Public Holiday)
		9am to 11pm		9am to 11pm
1	Tennis Court	Monday to Friday \$35 per hour	\$70 per hour (18:00 – 23:00)	\$25 per hour
		Saturday \$40 per hour		
2	VIP Room	\$35 per hour		NA
3	Hall	\$35 per hour (Each section)		NA
4	Activity Room	\$35 per hour		NA

Remark: Concessionary Rate is exclusively applicable to:

- (i) School as defined in s.3(1) of the Education Ordinance(Cap. 279); any regulations made thereunder and any amending legislation;
- (ii) Non-governmental organisation that is receiving recurrent subvention from the Social Welfare Department;
- (iii) “National Sports Association” which is affiliated to its respective International Federation and is a member Sports Federation & Olympic Committee of Hong Kong,China;
- (iv) Uniformed group and youth organisation that is receiving recurrent subvention from the Home Affairs Bureau; and
- (v) Government department.

Application Requirements for the Use of Facilities by Outside Bodies

(1) Application form to be used

Application form with detailed booking procedures can be downloaded from the HKCCSA Website.

(2) Booking procedures for normal booking

Applicants must submit the completed application forms by fax or in person to the Club at least 3 months before the date of use of the facilities. The applications will be processed on a first-come-first served basis.

(3) Booking procedures for "priority" booking

Applicants must submit the completed application forms by fax or in person to the Club at least 6 months before the date of use of the facilities. The applications will be processed according to the priority of applicant, i.e. outside bodies shall have priority over the use of facilities. If more than one application for the same session from outside bodies are received, the applications will be processed on a first-come-first-served basis.

Priority booking of tennis court is exclusively applicable to:

- (i) School as defined in s.3(1) of the Education Ordinance(Cap. 279); any regulations made thereunder and any amending legislation;
- (ii) Non-governmental organisation that is receiving recurrent subvention from the Social Welfare Department;
- (iii) "National Sports Association" which is affiliated to its respective International Federation and is a member of the Sports Federation & Olympic Committee of Hong Kong,China;
- (iv) Uniformed group and youth organisation that is receiving recurrent subvention from the Home Affairs Bureau; and
- (v) Government department.

(4) Processing time

Applicants will be informed of their application results within 7 days upon receipt of the completed application forms.

(5) Methods of payment

Payment can be made by crossed cheque which is payable to "Hong Kong Chinese Civil Servants' Association".

(6) Terms and conditions of using the facilities

Applicants shall observe the Club's Regulations which govern the use of facilities.

(7) Contact

For enquiry, Tel: 2300 1066 FAX : 2771 1139 email: infor@hkccsa.org

**Facilities Open to Players or Representative Squads
of "National Sports Associations" (NSAs)**

Facilities		Time slots designated for players or representative squads of NSAs	
		Monday to Saturday	Sunday and Public Holiday
1	Tennis Court X 2	9am to 11pm	NA

Remark:

Players or representative squads of “National Sports Associations” can have priority booking of the facilities thereof for training or the playing of local league and related competitions sanctioned by “National Sports Associations” for an aggregate of not less than 80 hours per calendar month.

Fees and Charges for the Use of Facilities by Players or Representative Squads of "National Sports Associations" (NSAs)

Facilities		Fees and charges for players or representative squadds of NSAs (Concessionary Rate)
		Monday to Saturday (Close on Public Holiday)
(1)	Tennis Court x2	\$25 per hour

Application Requirements for the Use of Facilities by Players or Representative Squads of "National Sports Association" (NSAs)

(1) Application form to be used

Application form with detailed booking procedures can be downloaded from the HKCCSA Website.

(2) Booking procedures for "priority" booking

Applicants must submit the completed application forms by fax or in person to the Club at least 6 months before the date of use of the facilities. The applications will be processed on a first-come-first served basis.

(3) Processing time

Applicants will be informed of their application results within 7 days upon receipt of the completed application forms.

(4) Methods of payment

Payment can be made by crossed cheque which is payable to "Hong Kong Chinese Civil Servants' Association".

(5) Terms and conditions of using the facilities

Applicants shall observe the Club's Regulations which govern the use of facilities.

(6) Contact

For enquiry, Tel: 2300 1066 FAX : 2771 1139 email: infor@hkccsa.org

Application Requirements for the Staging of International Events By "National Sports Association" (NSAs)

(1) Application form to be used

Application form with detailed booking procedures can be downloaded from the HKCCSA Website.

(2) Booking procedures for booking

Applicants must submit the completed application forms by fax or in person to the Club at least 1 year before the date of use of the facilities. The applications will be processed on a first-come-first served basis.

(3) Processing time

Applicants will be informed of their application results within 7 days upon receipt of the completed application forms.

(4) Methods of payment

Payment can be made by crossed cheque which is payable to “Hong Kong Chinese Civil Servants’ Association”.

(5) Terms and conditions of using the facilities

Applicants shall observe the Club's Regulations which govern the use of facilities.

(6) Contact

For enquiry, Tel: 2300 1066 FAX : 2771 1139 email: infor@hkccsa.org