



## 預訂場地守則 (羽毛球、壁球及乒乓球)

青少年 / 成人個人會籍	家庭會籍	公司會籍
每款場地每天最多可預訂一節，每節為 1 小時	每款場地每天最多可預訂兩節，每節為 1 小時	每款場地每天最多可預訂兩節，每節為 1 小時

### 會員預訂場地守則

- 場地設施只接受會員預訂，訂場之會員必須為其本人及其中一名使用者
- 會員服務部只接受親身或電話預訂 8 天以內之場地，電話 2368 7070
- 康體設施櫃檯 (一樓) 只接受親身預訂即日之場地
- 只接受會員本人或其家庭會籍之成員繳費及簽場，會員繳交場地費用後，便不能取消、轉讓或退款
- 如欲更改或取消已預訂的場地，必須於完成預訂後的翌日晚上七時前通知會員服務部，否則不可作任何更改或取消
- 如預訂翌日或即日之場地，便不能取消、轉讓或作任何更改
- 會員如缺席已預訂的場地或設施，仍必需繳交場租。
- 若會員未如期繳付場地或設施費用，該會員的訂場權利將被終止
- 電話預訂場地時必須提供預訂場地會員的香港身份證或護照首 4 位號碼以確認其身份
- 任何未能親身預訂場地之會員，可授權他人代為預訂場地，代表需出示已填妥及簽署的「預訂場地設施授權書」及會員證副本方可預訂場地
- 如下一節場地開始前 15 分鐘仍未有預訂，則可連續租用
- 如遇上惡劣天氣，所有預訂將有特別安排，詳情請致電查詢
- 會員服務部開放時間為上午九時至晚上七時
- 康體設施櫃檯 (一樓) 開放時間為上午七時至晚上十時三十分

### 兩步輕鬆訂場:

步驟 1.

親臨會員服務部 (上午九時至晚上七時) 或  
致電會員服務部 (電話:2368 7070, 按 1-2-0)

\*備註: 親臨預訂可獲優先處理



步驟 2.

於開場前到會員服務部 或 康體設施櫃檯  
(一樓) 繳付場租

付款方法:

少於 \$200	現金或八達通卡
\$200 或以上	現金、八達通卡或信用卡

### 使用場地守則

- 每個會籍最多可攜同 3 位貴賓在同一時段內使用同一場地
- 場地不可用作教學用途或進行任何商業活動
- 必須由訂場之會員簽場後，方可使用該場地



## FACILITIES BOOKING REGULATIONS (Badminton, Squash and Table Tennis)

<u>Youth / Adult Individual</u>	<u>Family</u>	<u>Corporate</u>
1 advance booking (1 hour/session) at the same facility per day	2 advance booking (1 hour/session) at the same facility per day	2 advance booking (1 hour/session) at the same facility per day

### Booking Regulations for Members

- The venue facilities only accept reservations by members. Members must be one of the users of the facilities booked.
- The Member Service Counter only accepts reservations in person or by phone for venues within 8 days, call 2368 7070.
- The Sports Services Counter (1st Floor) only accepts same-day bookings in person.
- Members are required to pay and check-in in person or by affiliated member (ie. Family membership) and provide membership cards at MS counter; no cancellation, transfer or refund is allowed once the payment is made.
- Members who wish to cancel or amend any confirmed facilities can only make any changes by phone within the day before 7:00 p.m after confirmed booking. No cancellation or alteration is allowed.
- For same-day booking or one-day-advance booking, no cancellation, transfer or alteration is accepted.
- Members who has check-in for a booking are still responsible for the payment; Facilities Booking privilege will be withdrawn until the booking fee is paid.
- Verification of identity is required for all bookings by telephone . Member is required to provide the first 4 digits of member’s HKID card or passport.
- For members who cannot book in-person, they may authorize a representative to book the facilities on his/her behalf by presenting a filled and signed “Authorization Letter for Facilities Booking” and a copy of the membership card.
- If there is no reservation 15 minutes before the start of the next session, the venue can be rented continuously.
- In case of bad weather, special arrangements will be made for all reservations, please call for details.
- Member Services Counter is open from 9:00 a.m. to 7:00 p.m.
- Sports Services Counter (1st Floor) is open from 7:00 a.m. to 10:30 p.m.

YMCA of Hong Kong has the right of amending the above regulations without further notice and reserves the final right of using the facilities. In case of discrepancy between the English and Chinese version in respect of any part of the above regulations, the English version shall prevail.

### 2 Easy Steps to Book

Step 1. Reservation In person at Member Services (From 9:00 a.m. to 7:00 p.m.) OR  
By phone (Tel: 2368 7070, Press 2-2-0)  
\*Remarks: priority to in person reservation



Step 2. Settled payment at MS / Sports Counter

Payment Method:

Less than \$200	Cash or Octopus card
\$200 or more	Cash, Octopus card and credit card

### Court Usage Regulations

- A member can invite a maximum of 3 guests per membership per visit
- Private coaching or any commercial activity is prohibited
- The court can only be used after it is registered by the member who made the booking

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