



## 尖沙咀總部預訂場地守則 (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個使用者。
- 會員服務部櫃台 (地下) 只接受親身預訂 8 天以內之場地，開放時間為上午九時至晚上七時
- 會員服務部櫃台 (一樓) 只接受親身預訂即日之場地，開放時間為上午七時至晚上十時三十分
- 所有會員在預訂場地時，必須全額支付費用以確認預訂成功及有效
- 如欲更改或取消已預訂之場地，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、轉讓或退款
- 如預訂翌日或即日之場地，則不能取消、轉讓或作任何更改
- 會員如缺席已預訂的場地或設施，恕不作任何退款。一經完成預訂後，使用者不得轉讓或轉換預訂予他人；亦不允許他人替代出席者
- 該節場地時間開始後，不接受任何預訂
- 香港基督教青年會保留取消任何設施 / 場地預訂的權利。如遇取消，已繳費用將退回至使用者的電子錢包 (E-Wallet)
- 如遇上惡劣天氣，所有預訂將有特別安排，詳情請致電會員服務部查詢，電話 2368 7070

### 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
- 場地不可用作私人教授，團體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
- 除非事先獲得管理人員批進，否則所相訂設施只可作其指定用途
- 所租訂段節/時間結束後，所有使用者必須離開活動範圍
- 請穿著運動服或休閒便服及不留印鞋履
- 更衣室設施只限會員使用



## **TST Headquarter Facilities Booking Regulation (Badminton, Squash and Table Tennis)**

<b><u>Youth / Adult Individual</u></b>	<b><u>Family</u></b>	<b><u>Corporate</u></b>
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 (G/F) only accepts reservations in person for venues within 8 days, counters open from 9 a.m. to 7 p.m.
- The Member Service Counter (1st Floor) only accepts same-day bookings in person, counters open from 7 a.m. to 10:30 p.m.
- All members must make full payment at the time of booking for the reservation to be confirmed.
- Members who wish to change or cancel a booked venue, you must notify the Member Services Section by 7 PM the day after the booking is completed. Otherwise, no changes, cancellations, transfers, or refunds will be allowed.
- For same-day booking or one-day-advance booking, no cancellation, transfer or alteration is accepted.
- No refunds will be provided for non-attendance. Once a reservation is completed, users may not exchange or transfer bookings to others; replacement attendees are not allowed.
- No bookings will be accepted after the session has started.
- The YMCA of Hong Kong reserves the right to cancel any facility/venue booking. In such cases, fees paid will be refunded to the users E-Wallet.
- In case of bad weather, special arrangements will be made for all reservations, please call 2368 7070 for details.

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### **Court Usage Regulations**

- A member can invite a maximum of 3 guests per membership per visit
- Private coaching, **group classes** or any commercial activity is prohibited
- The court can only be used after it is registered by the member who made the booking
- The booked facilities will only be used for the designated function of the facilities, unless with prior approval of the management
- All users must leave the playing area when their booked sessions/hour are over
- Please wear sportswear or casual, and shoes with non-marking soles
- Changing room facilities are for members only



## 京士柏百周年紀念中心預訂場地守則 (網球)

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

- 每天最多預訂一節，每節為 1 小時。
- 網球場只接受親身預訂 8 天內場地。
- 在預訂場地時，必須全額支付費用以確認預訂成功及有效
- 一經付款，場地租金恕不退款，亦不得更改日期或時間
- 網球場預訂步驟：
  1. 請先於網上平台註冊或登記帳戶。(https://mcs.ymcahk.org.hk/zh)
  2. 登記後，點擊 [場地類型]，然後選擇「網球場」、日期及時間。完成後點擊 [購物車] 進入結帳程序並完成付款。
- 如缺席已預訂的場地或設施，恕不作任何退款。一經完成預訂後，使用者不得轉讓或轉換預訂予他人；亦不允許他人替代出席。
- 該節場地時間開始後，不接受任何預訂
- 使用場地前請到中心前台簽場方可使用該場地，簽場時會員敬請提供會員証正本，非會員需提供電話號碼確認其身份。
- 香港基督教青年會保留取消任何設施 / 場地預訂的權利。如遇取消，已繳費用將退回至使用者的電子錢包 (E-Wallet)
- 如因惡劣天氣而取消活動，敬請閣下可於接下來的兩星期內重新安排預訂。請致電 2782 6682 與我們聯絡，以便安排新的日期。若閣下未能於上述期限內致電本中心作出重新安排，該次預訂將會自動取消，恕不另行通知。
- 網球場及設施開放時間: 星期一至五 17:30-22:30, 星期六 09:30-22:30, 星期日 09:30-17:30

### 使用場地守則

- 在同一時段內不得多於 4 人使用場地，場地內最多使用 6 個網球
- 如使用會員價訂場，訂場之會員必須為其本人使用
- 場地不可用作私人教授，團體教學用途或進行任何商業活動
- 除經本會批准外，不可在場內拍攝或錄影
- 請小心使用場地各設施，如有損毀，租用人須負責賠償
- 使用者必須同時遵守場地守則及張貼於場內之告示
- 使用者不可於場地內進行一切影響他人的活動
- 本中心一切範圍內嚴禁任何不當行為，例如 (包括但不限於) 噪音滋擾、故意破壞、粗言穢語及帶有歧視性的語言和行為。如有發現，本中心會即時終止場地及設施的使用權
- 任何人士違反上述守則或不聽從場地職員之勸告，場地職員有權要求違反守則者離開，一切已繳款項概不退還
- 使用者必須預訂時間結束前清理並交還場地，如未能準時交還將視為超時使用，超時將當作 1 小時計算
- 如提早使用場地亦視作正式租用並按 1 小時收費



## KPCC Facilities Booking Regulation (Tennis Court)

<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

- A maximum of one sessions may be booked per day, each session lasting one hour.
- The tennis court only accepts in-person or telephone bookings within 8 days in advance
- All booking must make full payment at the time of booking for the reservation to be confirmed
- Once payment has been made, the court rental fee is non-refundable and the booking date and time cannot be changed.
- Tennis Court Booking Procedure:
  1. Please register or create an account on the online platform. (<https://mcs.ymcahk.org.hk/zh>)
  2. After registration, click [Venue Type], then select "Tennis Court," choose the date and time. Once completed, click [Shopping Cart] to proceed to checkout and complete payment.
- No refunds will be provided for non-attendance. Once a reservation is completed, users may not exchange or transfer bookings to others; replacement attendees are not allowed.
- No bookings will be accepted after the session has started.
- Before using the court, please sign in at the center's front desk. Members must present their original membership card; non-members must provide a phone number to verify their identity.
- The YMCA of Hong Kong reserves the right to cancel any facility/venue booking. In such cases, fees paid will be refunded to the users E-Wallet.
- If an event is cancelled due to bad weather, you may reschedule your booking within the following two weeks. Please call 2782 6682 to arrange a new date. If you fail to contact the center within the specified period, the booking will be automatically cancelled without further notice.
- Opening hours of tennis courts and facilities: Monday to Friday: 17:30–22:30, Saturday: 09:30–22:30, Sunday: 09:30–17:30

### Court Usage Regulations

- No more than 4 people may use the court at the same time, a maximum of 6 tennis balls may be used on the court.
- If booking at member rates, the member must personally use the court.
- Private coaching, group classes or any commercial activity is prohibited
- Filming or recording is prohibited unless approved by the center.
- Please handle all facilities with care. Users are responsible for compensation in case of damage.
- Users must comply with both the court rules and notices posted within the premises.
- Users must not engage in any activities that disturb others.
- Improper behavior is strictly prohibited throughout the center, including (but not limited to) noise disturbances, deliberate damage, foul language, and discriminatory speech or conduct. If discovered, the center will immediately terminate the right to use the court and facilities.
- Anyone violating the above rules or failing to follow staff instructions may be asked to leave. All payments made will not be refunded.
- Users must clean and return the court before the end of their reserved time. Failure to do so will be considered overtime usage, charged as one additional hour.
- Early use of the court will also be regarded as official rental and charged as one hour.