

### **Steps for Booking of Sport Halls by Retirees**

1. Contact Hong Yip's hotline (Tel: 3120 2413) during Office Hours (from 9:00am to 5:30pm on Mon to Fri).
2. Provide Hong Yip with the name and retiree card number for verification.
3. Check the available sessions of Sport Hall and confirm the booking session with Hong Yip over the phone.
4. Receive an email with booking and payment details (i.e. hiring charge amount and HKMU's bank account number) via HKMU retiree email account.
5. Deposit the hiring charge in HKMU's bank account and send the bank-in-slip to Hong Yip via email [hkmumc@hongyip3.com](mailto:hkmumc@hongyip3.com) within 2 working days.
6. Receive a booking confirmation email from Hong Yip upon successful payment.
7. Present the booking confirmation along with the retiree card before using the sport hall when requested.

### **Important Notes**

1. Each user is allowed to reserve a maximum of 2 court hours per week in each sports hall and not more than 2 hours per day.
2. The user should settle the hiring charge within 2 working days (i.e. inclusive of the day of receipt of email and should be before 5pm of the 2<sup>nd</sup> working day). Booking shall be released if the user fails to settle the payment before the deadline.
3. The user can reserve the Sports Hall from the 3<sup>rd</sup> working day ahead up to 14 days (inclusive of the day of making the booking).
4. Under normal circumstances, application from a user to refund or change a confirmed booking to a different time or venue cannot be arranged
5. Hall users must read all booking procedures and regulations before booking. By confirming the hall booking, user agrees to follow all regulations in relation to booking/use of the sports halls.
6. No private coaching is allowed.
7. Users will be held responsible for all damages caused to the sports halls. All damages must be reported to the security guards immediately. Users should not rearrange or remove sports facilities in the sports halls.
8. Guests must be accompanied by users throughout their stay in the sports halls. Users will be responsible for the conduct and behaviour of the guests they bring in.
9. FMO may refuse any person from using the sports halls if he/she does not comply with the above regulations. In such event, the booking will be cancelled automatically and paid fee will be forfeited.
10. Please visit our website for details on “Charges for Different Hall Activity” and “Adverse Weather Arrangement”:  
<https://www.hkmu.edu.hk/fmo/services/venue-booking/sports-halls/>

## 退休員工之體育館訂場程序

1. 請於辦公時間內 ( 星期一至五上午 9 時至下午 5 時分 ) 致電康業 ( 電話 : 3120 2413 ) 查詢。
2. 訂場人士須提供姓名及退休證件號碼以供康業核實身份。
3. 查詢所需預訂之時段並於電話與職員確認預訂時段。
4. 透過香港都會大學退休人員電子郵件帳戶接收預訂詳情郵件 ( 內含付款金額及香港都會大學銀行帳戶號碼 )。
5. 訂場人士須於 2 個工作天內存入相關付款金額於香港都會大學帳戶中並透過電子郵件 ( [hkmumc@hongyip3.com](mailto:hkmumc@hongyip3.com) ) 提供入帳資料以供康業核實。
6. 付款成功後，康業將發出確認電郵到閣下之香港都會大學退休人員電郵帳戶內。
7. 使用場地前請提供確認電郵，以供查核。

## **重要資訊**

1. 每位個別訂場人士每週可使用各體育館最多兩個小時，及同一天內不多於兩小時。
2. 訂場人士須於 2 個工作天內（包括接收電子郵件當天並於第二個工作天下午 5 時或以前）繳付預訂場地之費用。否則該預訂將被取消。
3. 訂場人士可預訂即日起計第三個工作天（包括預定當天）至十四天之可使用場地。
4. 已確認的訂場不設轉讓或取消，已繳之場費恕不退還。
5. 訂場前請務必閱讀體育館之訂場程序及使用守則。訂場一經確認，即代表訂場人士同意遵守一切有關預訂體育館及/或用場守則。
6. 體育館禁止私人授課。
7. 體育館使用者需負責體育館運動設施之損毀。任何損毀必須立刻向保安員報告。使用者不得擅自移動場內所有運動儀器。
8. 訪客在體育館逗留期間必需由訂場人士陪同。訂場人士需負責訪客之言行。
9. 校園設施管理處有權拒絕不遵守體育館守則之人士進入或使用體育館，已繳之費用將不獲退還。
10. 請瀏覽體育館網頁以了解各項活動收費及惡劣天氣安排。

<https://www.hkmu.edu.hk/fmo/services/venue-booking/sports-halls/>