

(1) Sports Venue Reservation Status:

Click [here](#) for checking the availability of the **Basketball Court** for reservation.

Click [here](#) for checking the availability of the **Hard-surface Football Pitch** for reservation.

Click [here](#) for checking the availability of the **Tennis Court** for reservation.

(2) Document of Sports Venue Reservation:

(i) Charges:

Please click [here](#) for the charges' details.

(ii) Terms and Conditions of Hire:

Please click [here](#) to read the Terms and Conditions of Hire before application.

(iii) Sports Venue Reservation Form:

If you are interested in hiring sports venue, please fill in the Sports Venue Reservation Form below: [Tennis Court](#) , [Basketball/ Hard-surface Football Pitch](#)

(3) Eligible to reserve the Sports Venue:

(i) Alumni of Wah Yan College, Kowloon and

(ii) Registered as an Authorized Alumni Member for booking and

(iii) Paid HK\$100.00 membership fee (it will be collected upon the 1st booking)

(4) Opening Hours:

➤ Saturday or Public Holiday:

#08:00 - 10:00 / 09:00 - 11:00 / #10:00 - 12:00 /

#13:00 - 15:00 / 14:00 - 16:00 / #15:00 - 17:00

(# 4 sessions for Basketball/ Hard-surface Football Pitch)

➤ Sunday:

#13:00 - 15:00 / 14:00 - 16:00 / #15:00 - 17:00

(# 2 sessions for Basketball/ Hard-surface Football Pitch)

(i) Each session in 2 hours.

(ii) Available booking sessions may be fewer in some public holidays. Please check the sports venue reservation status above in advance.

(5) General Application Procedure:

- (i) The Hirer is required to check the Venue(s) availability at least 2 weeks prior to the date of the event.
- (ii) The Hirer should send back the completed **Venue Reservation Form** using the hyperlink provided above at Item (2)(iii). Telephone reservations will not be entertained.
- (iii) A Venue booking request/ reservation made by a Hirer will not necessarily guarantee a successful allocation. The request/ reservation will be processed on a **first-come, first-served** basis. The Hirer will be notified by the School regarding the result of the application after a final decision is made based on the sufficiency of the information provided by the Hirer. When the Principal approves the application, the Hirer will enter into an agreement with the School on the use of Venue.
- (iv) An invoice will be issued to the successful Hirer for payment to be made by a crossed cheque payable to "The IMC of Wah Yan College, Kowloon" or transfer or deposit the rental **within three working days** upon receipt of the invoice.
- (v) A Permit will be emailed to the Hirer's registered email address only after receiving the proof of full payment.
- (vi) The School only accepts advance booking within the current month and the month after.
- (vii) The Hirer is allowed to book/ reserve one session of the Venue in a day.

(6) Payment Method:

Transfer or deposit the rental in the school account:

Bank:	:	ICBC (Asia) (中國工商銀行(亞洲))
Account Name	:	The Incorporated Management Committee of Wah Yan College, Kowloon
Account Number	:	072-702-502-024329

(i) By Email:

- Email a copy of the deposit slip indicating clearly "Venue Reservation of Tennis Court/ Basketball Court/ Hard-Surface Football Pitch" and "Your Full Name & Date of booking to wyksportsvr@gmail.com.

(ii) By Post or in Person:

- Send a crossed cheque payable to "The IMC of Wah Yan College, Kowloon" to the School Office. Please write down "Venue Reservation of Tennis Court/ Basketball Court / Hard-Surface Football Pitch" and "Your Full Name & Date of booking at the back of the cheque.

(7) Restrictions, regulation and rules:

Please refer the [Terms and Conditions of Hire](#).

(8) Enquiry: wyksportsvr@gmail.com

(9) Special Notice:

- (1) The User, i.e. Hirer and participants, of sports venue in Wah Yan College, Kowloon (WYK) have to comply with the Prevention and Control of Disease (Prohibition on Group Gathering) Regulation (Cap. 599G) and the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F) and related regulations are followed. Proper infection control measures are in place, i.e. on the prohibition of group gatherings of more than the number of people as stipulated by the law as well as regulation on wearing the mask. The maximum number of players and referees to be allowed in each playing field/court during activity or competition or training match must follow the rules and regulations of the respective team sports competition.
- (2) According to the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap 599F), the User, i.e. Hirer and participants, are required to register their names, contact number and the date and time of the visit before being allowed to enter sports premises reopened for necessary contact tracing when a confirmed case is found. Hirers and participants who opt for registering their personal information are reminded to arrive earlier to avoid delaying their visits as a long time is required for such registration.