



Ref.

**Application for Hire of University Venues and Facilities (Outdoor Areas) by Outside Organizations**

**Section I Particulars of Applicant**

Name of Applicant: \_\_\_\_\_ Position held by applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
(Applicant should submit a photocopy of valid Business Registration Certificate or other supporting document(s) to illustrate the nature of the organization)

Company address: \_\_\_\_\_

Office Tel No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email address: \_\_\_\_\_

**Section II Particulars of Function**

Name of Function: \_\_\_\_\_

Purpose / Types of Function: \_\_\_\_\_  
(To facilitate the process of your request, you are encouraged to submit detailed information.)

Estimated no. of participants: \_\_\_\_\_ Description of participants: \_\_\_\_\_

Is fee being charged to participants?  Yes HK\$ \_\_\_\_\_ per person  No

**Section III Particulars of Requirement**

Date(s) and Time required: \_\_\_\_\_

Venue required : \_\_\_\_\_

Facilities required : \_\_\_\_\_

**Section IV Declaration/Undertaking**

1. I hereby confirm that I am duly authorized by the above named organization to apply for hiring The Hong Kong Polytechnic University's venues and facilities.
2. I confirm that the above information is true and correct and I agree to abide by the attached Conditions and Regulations of Hire of University Venues and Facilities (Outdoor Areas) by Outside Organizations.
3. I further understand that the acceptance of this booking application will be subject to the University's final confirmation.

Signature of Applicant: \_\_\_\_\_ Company Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Company Chop: \_\_\_\_\_

Date: \_\_\_\_\_

- Note:**
1. Please complete this form in BLOCK LETTERS.
  2. This completed form, together with all necessary supporting documents, should be returned to the Facilities Management Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, or faxed to 2364 8514.
  3. All relevant details of the function should be stated in this form. Use additional sheets if necessary.

For Office Use Only
Endorsed by: _____ Name & Position: _____
University Department: _____ Date: _____

**CONDITIONS AND REGULATIONS FOR HIRE OF UNIVERSITY  
VENUES AND FACILITIES (OUTDOOR AREAS) BY OUTSIDE  
ORGANIZATIONS**

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**A. CONDITIONS OF HIRE**

1. Interpretations

"University" means The Hong Kong Polytechnic University.

"Facilities Management Office" means the Facilities Management Office of The Hong Kong Polytechnic University.

"Hirer" means any person acting on his own behalf or on behalf of an outside organization to hire the University venues and facilities.

2. Preamble

2.1 Requests from outside organizations for the use of venues and facilities of The Hong Kong Polytechnic University for various functions such as seminars, conferences, exhibitions, etc., may be considered if the function satisfies all the following conditions: -

- (a) It will not cause disruption to normal activities of the University.
- (b) It is beneficial to the University.
- (c) It is in the academic/educational field or it provides social service to the community.
- (d) It is non-profit making.

2.2 In the light of the foregoing, the application is preferably endorsed by a department of the University, which should have a good understanding of the Hirer's background and objective of the function.

2.3 Functions of political nature are generally not allowed.

2.4 Application form will be kept for 7 years for auditing purpose and will be destroyed thereafter.

3. Covenant by Hirer and Booking of Venues and Facilities

3.1 The Hirer shall ensure observance of the Conditions and Regulations of Hire stated herein by himself and/or his agents or licensees, including staff, contractors, etc., and shall ensure that the University is fully indemnified against any loss or damage arising from any breach of these conditions. The Hirer must also ensure compliance with all laws of Hong Kong.

3.2 In general, all bookings have to be made two months in advance except for the booking of exhibition venue (please refers to item 6 below) and the application form for hire of the University venues and facilities (outdoor areas) has to be completed and submitted by the applicant.

3.3 The Hirer shall ensure that the function will not cause disruption to normal activities of the University.

#### 4. Cancellation of Confirmed Booking

- 4.1 A confirmed booking may be cancelled by the University without any refund of fees to the Hirer under any of the following circumstances: -
- (a) If the Hirer changes the uses, contents and nature of the function to other than that originally stated in the approved application;
  - (b) If the Hirer allows any persons, association or organization, other than those accepted by the Facilities Management Office, to participate in the proposed function without its prior permission;
  - (c) If the Conditions and Regulations of Hire stated herein are deemed to be violated; and
  - (d) If the Hirer cannot produce a valid public liability insurance certificate, in joint names with the University and with all clauses being found acceptable by the University, before the first date of the booking period (please refer to item 8.1 below).
- 4.2 The Facilities Management Office reserves the right to cancel a confirmed booking should the hired venues and facilities be urgently required by the University for its activities or for other over-riding and compelling reasons.
- 4.3 When Tropical Cyclone Warning Signal No. 8
- (a) is in force before the commencement of a booking, the University will be closed and the booking will be correspondingly cancelled without any notice to the Hirer.
  - (b) is issued during function in progress in the University, the Facilities Management Office shall inform the Hirer of such announcement and request the function to be suspended.
  - (c) is expected to be issued within the next two hours before the commencement of a booking, as announced by the Hong Kong Observatory, the Facilities Management Office shall inform the Hirer of such announcement and request the function to be suspended.

The hire fees paid will be refunded to the Hirer.

#### 5. Hire Charges

- 5.1 The Hirer shall pay charges for hire of University venues and facilities in accordance with the prevailing rate of charges (please refer to attached Rate of Hire Charges of Podium only of the University). Such charges may be revised by the University from time to time without prior notice.
- 5.2 All charges for use of University venues and facilities shall be paid in full in advance before the function is held.
- 5.3 Failure to pay the charges as specified in item 5.2 above may result in cancellation of the booking without any prior notice.
- 5.4 Apart from hire charges mentioned at item 5.1, the Hirer shall also be responsible for all other associated charges, such as overtime for ancillary staff, electricity consumption, etc. to be determined by the Facilities Management Office.

6. Deposit for Exhibition Venues

All bookings for exhibition venues have to be made at least four months in advance. A deposit of 25% of the rental will normally be charged for exhibitions to be held and must be settled at least three months before the function takes place.

7. Refund of Charges

7.1 Where the hire charges have been paid in full by the Hirer and the confirmed booking is cancelled by the Hirer: -

- (a) A full refund of the deposit/charges paid will be given if the booking is cancelled 45 days or more before the function;
- (b) Half of the deposit/charges paid will be refunded if the cancellation is made less than 45 days but more than 10 days before the function; and
- (c) 10 days or less before the function, no refund will be made. Subject to acceptable reasons for the cancellation, special cases will be considered by Facilities Management Office.

7.2 If the booking is cancelled for reasons stated in items 4.2 & 4.3 above, any money paid by the Hirer will be refunded.

7.3 All refund of charges, if any, will be made without any interest or compensation to the Hirer.

8. Responsibility for Injury and Damage during the Hire Period

8.1 The Hirer shall be responsible for all damage to the buildings and properties of the University and is obliged to take out public liability insurance with a minimum limit of indemnity of HK\$10 million and in joint names with the University. The certificate of insurance concerned shall be produced to the Facilities Management Office within one week after confirmation of the booking.

8.2 The Hirer shall pay to the University on demand the cost of reinstating, cleaning, or replacing any part of any property or facility of the University, which has been damaged, destroyed, stolen, removed or made dirty during the period of hire.

8.3 The University shall not be liable for any fatality, injury, loss or damage, which may result from the use of the University's premises or facilities by the Hirer.

8.4 The University shall not be responsible for any loss or damage arising from the interruption or cancellation of the Hirer's function caused by whatsoever reasons, including failure of supply of electricity, and typhoon, etc.

8.5 The Hirer shall indemnify the University against all claims, actions, proceedings, demands, costs and expenses arising therefrom or in connection with the Hirer's function.

9. Subletting

The Hirer shall not sublet any part of the University venues and facilities hired to him.

10. Display

The Hirer shall first seek and obtain approval from the Facilities Management Office for the display of any advertisements, notices, posters and business logos in University premises.

11. Permits

The Hirer shall obtain all appropriate permits and licences in complying with required statutory provisions in connection with any function including the period for preparation.

12. Sale of Goods and Commercial Transactions

No goods or articles shall be sold by the Hirer and no commercial transactions shall be allowed to take place unless prior approval has been obtained from the Facilities Management Office.

13. Vacating Venues and Removal of Property after Period of Hire

13.1 Upon vacation of the University venues, the Hirer shall remove all properties brought by him. Any property found thereafter will be removed or disposed of in such manner, as the Facilities Management Office considers appropriate.

13.2 With reference to item 13.1 above, the University reserves the right to claim from the Hirer for any expenses incurred in the removal, storage and disposal.

14. Disputes and Controversies

The University shall not be involved with nor be responsible for any disputes and public controversies arising from the Hirer's function. The hiring of the University venues shall in no way constitute any agreement or support of the content and nature of the function and the Hirer shall not imply any University's support/endorsement in any literature or publicity for the function. Conversely, the University shall have the right to cancel any function without prior notice, which may give rise to such public disputes and controversies.

## **B. REGULATIONS OF HIRE**

1. The Hirer is responsible for their staff, participants or licensees to maintain good conduct and to dress in reasonable attire in the function.
2. The content, nature and hours of the function must be consistent with those approved in the Application Form.
3. Furniture re-arrangement will not be permitted without the expressed consent of the Facilities Management Office.
4. The stated capacity of the venues should not be exceeded.
5. No food, drinks and smoking are allowed in-door. The consumption of alcoholic drinks is not permitted anywhere on Campus except with prior permission from the Facilities Management Office.
6. Reinstatement of the venues and facilities to their original conditions immediately after use is required.
7. The Hirer is requested to present the payment receipt and relevant correspondences for verification on the date of the function.
8. The function shall normally be held between 9:00 am to 6:00 pm on the dates of hire unless extension of time has been agreed with the Facilities Management Office in advance.
9. The venues hired for the function must be properly fenced off during setting-up. For the security and safety of all concerned parties, the Hirer is recommended to notify the Hong Kong Police of any function involving large number of participants, say, 200 or more.
10. No seditious publicity, display or parade is allowed on site or anywhere on Campus and the condition on display of advertisements as stated in section A item 10 must be complied with. Those, who wish to broadcast pop music at the campus have to apply for permission from the Composers and Authors Society of Hong Kong Ltd. Song dedication, stage performance or musical performance are only allowed between 12:30p.m. to 2:00p.m.. In all circumstances, there shall not be excessive noise at any time and any place where such noise could cause disturbance to others and noise level generated from the activity shall comply with the relevant noise control guidelines issued by the Environmental Protection Department.
11. The entrance and exit of the venues for the function must be designated and clearly publicised to facilitate crowd movement and the venues shall not be overcrowded at any time. The Hirer is required to indicate the estimated number of spectators and attendants in the application.
12. The University reserves the right to demand the Hirer to discontinue the function any time during the period of hire if these Conditions and Regulations of Hire are deemed to be violated, or if the function disturbs the normal operation of the University or the works of its students and staff.
13. Notwithstanding the above Conditions and Regulations, the Hirer shall comply with all other regulations of the University such as the Campus Traffic and Parking Regulations (a copy of these Regulations can be obtained from the Facilities Management Office), regulations governing the use of the swimming pool, etc. as may be valid and applicable during the entire period of hire and shall follow attached Safety Guidelines for Works/Activities at Campus/Podium under all circumstances.
14. The Hirer is requested to comply with current statutory requirements including employing registered electrical workers to carry out any fixed electrical wiring installation and using only those electrical appliances including the power plugs that are in full compliance with the latest relevant regulations.

**Rate of Hire Charges of Podium Only of The University**

<b>Venues / Facilities</b>	<b>Basic Venue Hire Charge</b>
Podium Wing (approx. floor area of 432m <sup>2</sup> )	\$9,250 per day



**Safety Guidelines for Works/Activities at Campus/Podium**  
**(prepared by Health, Safety & Environment Office)**

The following guidelines are those common issues/problems for works/activities found on campus. It can help the Project/Event in-charge to check on the health, safety and environment (HSE) issues during inspection. The Project/Event in-charge of the Faculty/Office/Department should ensure the implementation of all HSE requirements by the contractor/organizer and those stated down in the contract or agreement that the contractor/organizer must comply with. Implementation of all statutory HSE requirements as well as the University and internal faculty/office/department HSE requirements and guidelines is also required.

The Project/Event in-charge of the Faculty/Office/Department should require the contractor/organizer to provide the **risk assessment report of the works/activities with improvement recommendations / control measures** (with cost where necessary) during tender submission or 3 working days before the works/activities for monitoring and consideration.

The following guidelines are not exhaustive, it will depend on the nature and hazards of the works/activities; the Contractor must exercise extra care on all the safety, health & environment issues concerning the workers, the staff and students of the University and the general public on the campus.

1. The works area must be fenced off with red-and-white tape during the erection and dismantle period to avoid other people enter the works area. Suitable signs and notices must be provided to inform the nature of works conducting in the works area. (See attached photo for reference).
2. Suitable containers must be provided to collect the refuse immediately especially aware of the windy weather. The chemical and biological waste must be collected and disposed off the campus.
3. The booths and all erection accessories such as banners, boards, backdrops, etc. must be secured against the strong wind, rainstorm and typhoon weather. Wire slings (at least two) are preferred instead of wire strings, cotton or nylon strings. Such slings/strings should be hanged at least above 2 meters/above head level.
4. The cable on the floor must be fully taped to avoid any tripping hazard. Cable protector should be provided for the high power cable and the vehicular & pedestrian passageway. (See attached photos for reference).
5. All power extension cord/socket outlet should be placed above floor level to avoid water seepage.
6. The carpet on the floor must be secured against tripping hazard.
7. All nails, staples, etc. for securing the fixtures on the wooden board must be

secured against striking/piercing hazard. All sharp corners, edges and rough areas, etc. must be well protected.

8. Fire extinguisher and fire blanket should be provided for some hazard processes or activities (if allowed), such as boiling; welding; use of naked flame; etc.
9. First Aid facilities should be provided for large scale works/activities.
10. Safe and proper manual handling techniques should be adopted for all manual handling operation.
11. All **Ladders and Platform/Step Ladders** (See attached sheets for reference) are used for access and egress and must be inspected/checked before use. Workers must **maintain three-points contact while climbing** (for access and egress) **and during work** (for proper platform/step ladder below 2M). **Perform work with only one hand and another hand holding the ladder or a secured point.** Workers should not stand or work on the last two steps or above two meters of the step-ladder. Labels and/or other methods to remind workers of the proper/safe use must be provided on the step-ladder especially the high step-ladder (>2 meters). Proper Platform step-ladder is recommended to be used. No moving/walking with the ladder is allowed. Training should be provided to all workers on the safe use of ladder and step-ladders.
12. All working at height (work above 2M from floor level) must use the proper and safe method such as proper working platform. (See attached diagrams provided for reference).
13. Use of the **Proper Working Platform** (refer to diagram I). The contractor should provide the Type and Brand of the working platform, erection and completion diagram with safe erection procedures. The contractor must also provide the approved erection installation drawing prepared by the relevant professional engineer and/or the proprietary drawing of the installation (before the erection) for the worker to erect the working platform at least two working days before the event/erection to the Project/Event in-charge of the Faculty/Office/Department. Also, the contractor must submit the name of the competent person (with relevant document/certification) for inspecting the working platform to the Project/Event in-charge at least two working days before the event/erection. All working platform with the inspection report provided by the competent person certified that the working platform was safe to use after the erection must submit to the Project/Event in-charge.
14. Use of **Safety Harness with Independent Lifeline** (refer to diagram II). Please provide the Type and Brand of all the equipment (harness 安全帶, lanyard 隨帶吊繩, arrestor 防墜緩衝, and energy absorber 能量吸納器, [of the same brand], lifeline 救生繩, etc), checklist for final checking (before use) by competent person to the Project/Event in-charge at least two working days before the event/erection works. The contractor should provide and ensure that proper and adequate strength fixing of anchorage point (5000kN) for securing the independent lifeline is used/provided.
15. For any **Temporary Structure** for accommodate people erected on the campus, the contractors must provide the approved erection installation drawing prepared by the relevant professional engineer and/or proprietary drawing of the installation for the worker to erect the structure (before the erection) with the erection and completion diagram and the safe erection procedures at least two working days before the event/erection to the Project/Event in-charge of the Faculty/Office/Department. Also, the contractor must submit the name of the competent examiner/person for examine/inspecting the truss/structure to the Project/Event in-charge at least two working days before the event/erection. All structures must be submitted with the inspection & examination report provided by the competent examiner/engineer certified that the structure was

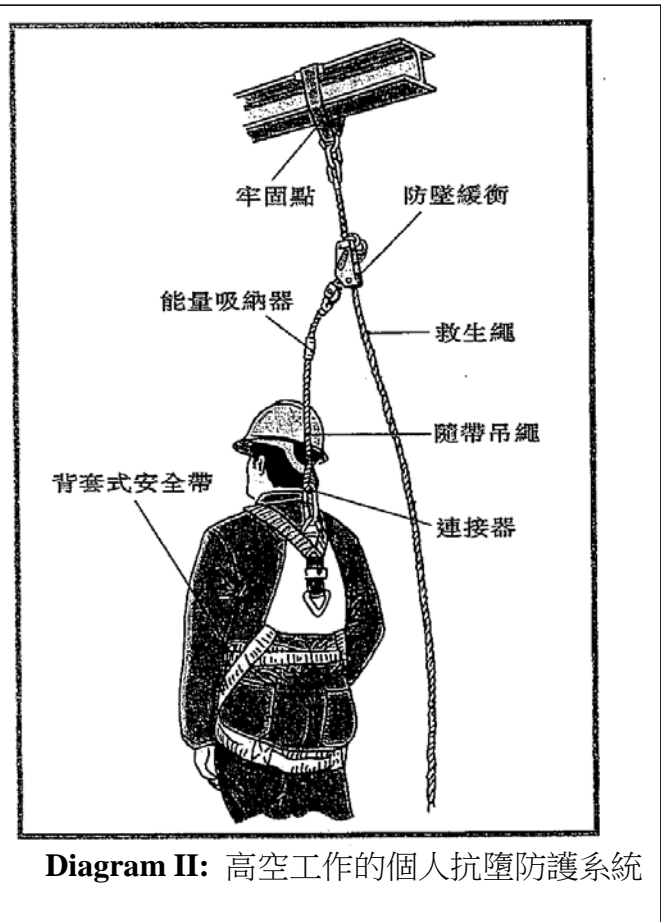
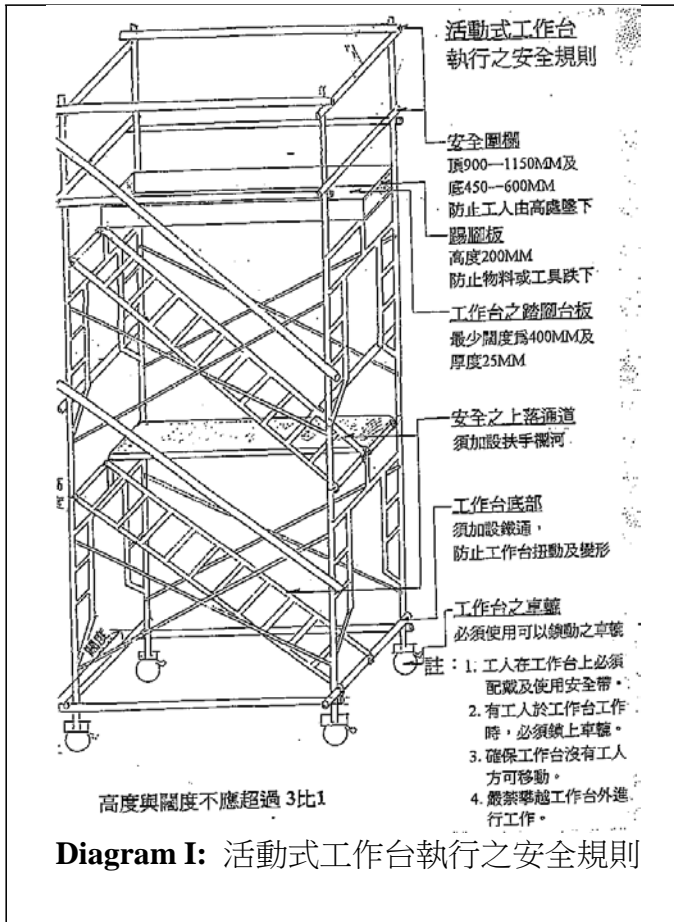
safe to use for the event after the erection to the Project/Event in-charge.

16. Adopt all safety measures and requirements of FMO (PolyU) and Code of Practices / Regulations/ Rules of EMSD for temporary electrical installation.
17. Consider and provide assistance to those persons with disabilities.
18. Aware and don't obstruct the Emergency vehicle Access (EVA) on podium and Yuk Choi Road.

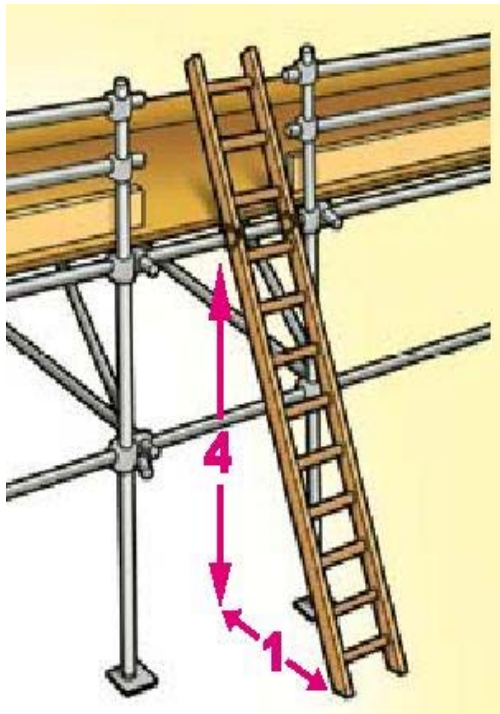
Emergency Preparedness:

- I. Report, investigate and submit report thru' relevant party if accident/incident happened (using the relevant forms, HR Form 67, HSE Form 2).
- II. Prepare the contingency plan to cater for any emergency such as bad weather, etc.
- III. Aware of the insurance issue, in case of any query; you can contact FO for more details.

In case of any issues concerning health, safety and environment; you can contact HESO (Ir Nelson Chan 34008390) for more details.



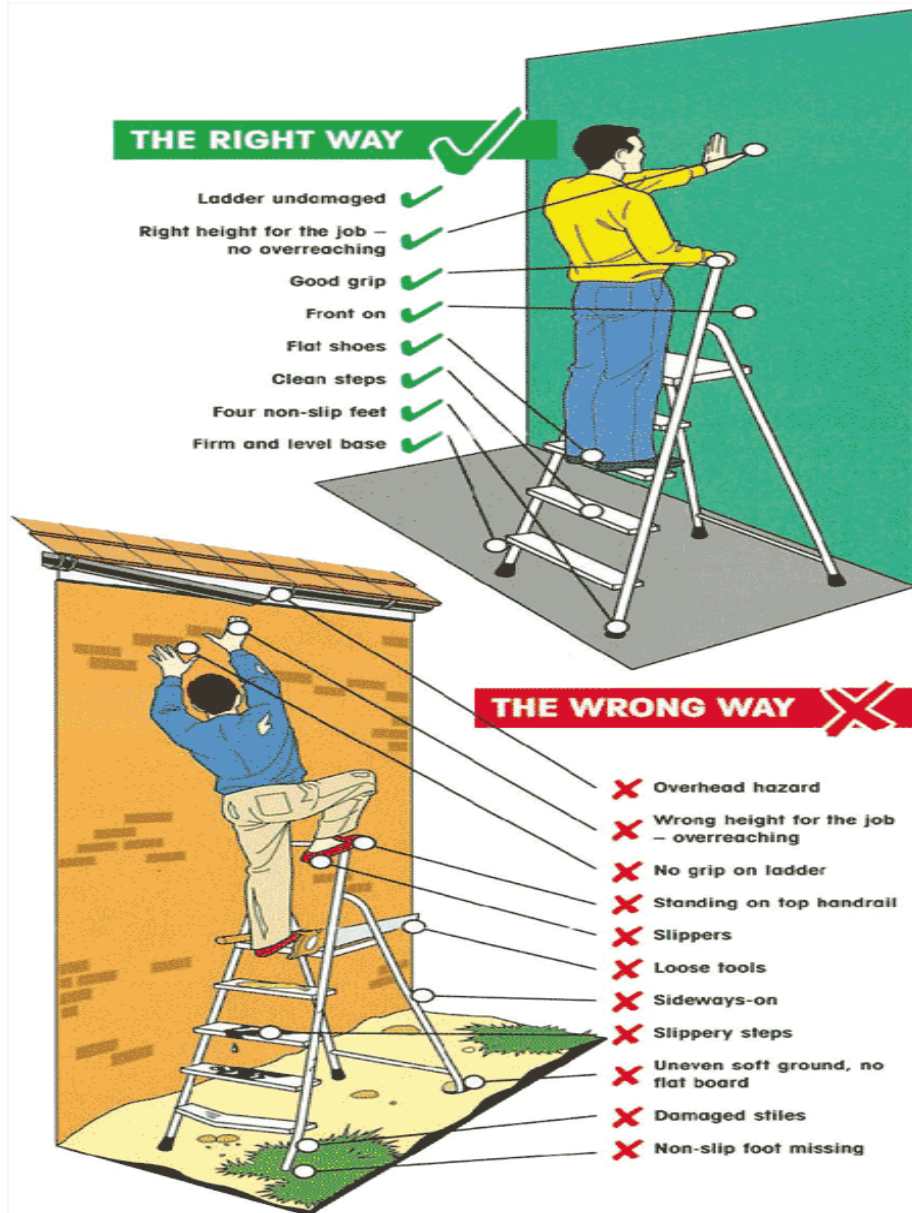
**Platform ladder**



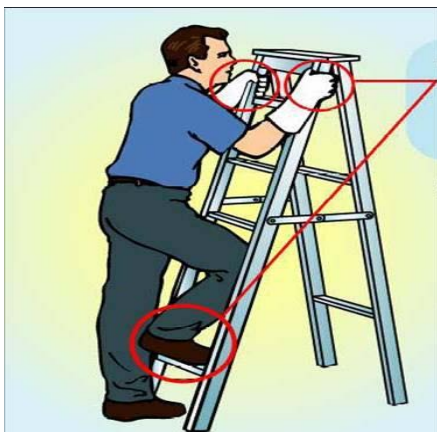
要將梯具適當豎立以  
防底部向外滑，僅記  
安全角度—4直1橫。



## Use of Platform/Step ladder



身體 4 肢中, 3 肢任何時間均接觸梯具



# 安全使用

## 可移動梯具

1 米



謹記三點接觸  
勿忘四平八穩

謹記高空工作  
超越兩米應使  
用工作台

不能站在梯具  
頂兩級上工作  
[used as  
railing/fencing]  
Do not stand/work  
above 2 meters  
(approx. above the  
6<sup>th</sup> steps)

用前檢查清楚

梯具損壞，登記、  
標籤及報維修

打開及鎖好，及  
安放於平穩表面



## 梯具 (檢查表)

1. 是否正常開合及沒有搖晃
2. 梯身是否有裂痕
3. 梯身/梯級窩釘是否鬆脫
4. 梯子鉸位螺絲是否鬆脫
5. 梯身支撐鉸是否正常
6. 梯腳膠墊有否磨蝕

### **OTHERS:**

#### **Cable not fully taped along stairway and floor :**



#### **Cable on the floor should be/was fully taped to avoid tripping hazard:**



#### **Working area was fenced off with red-and-white tape during the erection and dismantle to avoid people enter and sustain injury**

