



## SPORTS FACILITIES USER CARD FOR FHKPUAA CARDHOLDERS

### **APPLICATION PROCEDURES**

1. Holders of valid FHKPUAA Membership Card issued by the “Federation of The Hong Kong Polytechnic University Alumni Associations,” are eligible to apply for an annual **Sports Facilities User Card** by paying a non-refundable fee of HK\$400 for a maximum of 12 months from 1st September of the year or after to 31st August of next year.
2. (i) Eligible applicants may apply for the Sports Facilities User Card **in person at the Service Counter of Shaw Sports Complex, Room VS001 (from Monday to Sunday during 8:30 am – 10:00 pm)** with the following :
  - (a) the completed application form as attached;
  - (b) the original receipt of the ATM slip as attached for payment of the appropriate application fee;
  - (c) a passport-sized photo;
  - (d) the valid FHKPUAA Membership Card or original receipt from FHKPUAA;
  - (e) a photocopy of the HKID card;
  - (f) the old Sports Facilities User Card (for renewal only), if the old cad is missing, new application procedures will be adopted.
2. (ii) Eligible applicants may also apply for the Sports Facilities User Card **by mail** and send the following to **Room VS001, Service Counter of Shaw Sports Complex, The Hong Kong Polytechnic University, Hunghom, Kowloon :**
  - (a) the completed application form as attached;
  - (b) a cheque made payable to **“The Hong Kong Polytechnic University”** for payment of the appropriate application fee;
  - (c) a passport-sized photo;
  - (d) a photocopy of the valid FHKPUAA Membership Card or the photocopy of the receipt issued by FHKPUAA;
  - (e) a photocopy of the HKID card;
  - (f) the old Sports Facilities User Card (for renewal only), if the old cad is missing, new application procedures will be adopted; and
  - (g) a stamped self-addressed envelope for mailing of the Sports Facilities User Card, it may cause delay of receiving your card if no stamp is affixed.
  - (h) applicants will receive their Sports Facilities User Cards approximately **within two weeks** after submission of the application form.
3. If applicants are NOT the valid member of FHKPUAA, they should apply for the membership of FHKPUAA first. For details of the application of the FHKPUAA membership, please refer to the website of FHKPUAA at <http://www.fhkpuaa.org.hk>.
4. A valid FHKPUAA Cardholder issued with a valid Sports Facilities User Card may use the sports facilities on campus and the Joint Sports Centre at Renfrew Road in Kowloon Tong.
5. A valid FHKPUAA Cardholder issued with a valid Sports Facilities User Card may bring a **maximum of 3 paying guests** at one time to use the sports facilities. Please refer to the following website for the policy of bringing in guests.
6. When entering the sports facilities, users are required to produce the Sports Facilities User Card.
7. For details on the opening hours and charges of the sports facilities, please refer to the website: <https://www.polyu.edu.hk/sao/cws/sports-facilities/polyu-sports-facilities/>. For enquiries, please call the counter of Shaw Sports Complex at 2766 6778 or email to [sports.facility@polyu.edu.hk](mailto:sports.facility@polyu.edu.hk).
8. Student Affairs Office (SAO) reserves the right to close any part of the facilities if, in its opinion, the facilities are not fit for use or for any other reasons.
9. The Hong Kong Polytechnic University reserves the right to revise the above arrangement, whenever it deems necessary and appropriate.

**Remark:** Only those who have been trained / endorsed by SAO to use the Fitness Room can book & use the Fitness Room.

