(For reference only)

Guidelines for Levying Charges for Hire of Accommodation in Aided Schools

I. Charging in regard to the nature and purpose of the activities

(a) School activities

It is advisable not to levy charges on normal school activities (such as Parent-Teacher Association meetings, Alumni Association meetings, student clubs meetings, etc.) held in aided schools irrespective of whether they are carried out during normal school hours. There may be cases where schools were built with donations from outside organizations. In such situations, it is considered appropriate for the organizations to be given access to the school premises without charge for the purpose of holding official meetings or general elections. It is, however, advisable to charge organizers for holding social functions.

(b) Examinations

The Hong Kong Examinations and Assessment Authority (HKEAA) is generally responsible for the conduct of local and overseas examinations for candidates in Hong Kong. For examinations specified in the Schedule of the HKEAA Ordinance and examinations on Text Production, Audio Transcription and PC skills subjects of the London Chamber of Commerce and Industry (LCCI) organized by the HKEAA, all types of accommodation hired are free of charge, except air-conditioning charges. However, for overseas/external examinations, e.g. GCE, LCCI (other than Text Production, Audio Transcription and PC skills subjects) and ACCA, etc., the HKEAA may be charged in accordance with section 6 of the Schedule of Recommended Charges at the Appendix.

(c) Inter-school competitions

The Hong Kong Schools Music and Speech Association and the Hong Kong Schools Sports Federation may be exempted from paying hire charges, except air-conditioning charges, when using school halls/playgrounds for holding inter-school competitions.

(Updated in September 2026)

(d) Use by non-profit-making uniformed organizations

It is advisable not to levy on the non-profit-making uniformed organizations, except air-conditioning charges, for holding training/educational activities. Other than these activities, the organization may be charged at the reduced rates as specified in relevant sections of the Schedule of Recommended Charges at the Appendix.

(e) Use by non-profit-making charitable organizations and religious bodies

If the proceeds resulting from the activities are to be devoted to an approved charity, or if the organization is itself a non-profit-making charitable organization or religious body, the reduced rates as specified in relevant sections of the Schedule of Recommended Charges at the Appendix may apply.

(f) Use by sports organizations/arts groups approved under the "Opening up School Facilities for Promotion of Sports Development Scheme"/"Pilot Scheme on the Use of School Venues by Arts Groups"

In respect of the sports programmes run by sports organizations/rehearsals of arts groups under the above Schemes, the reduced rates as specified in relevant sections of the Schedule of Recommended Charges at the Appendix may apply. For details of the Schemes, please refer to prevailing EDB Circular "Opening up School Facilities for Promotion of Sports Development Scheme"/Circular Memorandum "Pilot Scheme on the Use of School Venues by Arts Groups".

(g) Polling/counting stations

The use of premises in aided schools designated for polling or counting purposes pursuant to the regulations made under the Electoral Affairs Commission Ordinance (Cap. 541) should be free of charge, except electricity charges by making reference to those in section 7 of the Schedule of Recommended Charges at the Appendix.

(h) Use by Vocational Training Council

Supervisors/Heads of aided schools have the discretion to decide whether to charge the Vocational Training Council for the use of school accommodation for their classes by making reference to the special rates in accordance with section 8 of the Schedule of Recommended Charges at the Appendix.

(i) Use by Government Departments

Charges should be waived on the Government departments for holding official activities, except charges for air-conditioning which is operated under non-government funding. If the school's air-conditioning expenses are jointly funded by the Government and the school's own resources, charges should be levied on a pro rata basis. Schools should negotiate with Government departments concerned in advance for the charges details (if any) and make necessary arrangement.

II. Licensing Requirement

Supervisors/Heads of aided schools should note that the holding of public performances in school halls is subject to the licensing regulations currently in force. Hirers should seek prior approval from the relevant government departments who administers the licensing regulations. Hirers should also be advised to seek advice from the Commissioner of Inland Revenue whether or not entertainment tax is chargeable in respect of any concert or performance for which an admission fee is proposed.

III. Overtime Work by School Staff

In case the hire of accommodation would result in school staff having to work overtime –

(a) for paragraphs I(a) to I(g) and I(i) above, schools may pay compensation (at an appropriate rate to be decided by the school) to the staff concerned either with the hiring charges collected, (if any), or from their own funds; and

(b) for paragraphs I(h) above, the school should discuss with the hirer and agree upon the amount of compensation to be paid to school staff. The hirer will then pay the agreed amount to the school for its onward payment to the staff concerned.

IV. Records of Hirings

Schools should keep records of hirings (whether free or chargeable) in the format prescribed at the Annex of the Appendix. The hiring records are subject to inspection by this Bureau.

V. Accounting Procedures

Any hire charges levied should be collected in advance and a receipt should be issued to cover the payment. In all cases, the hire charges should be credited to the Subscriptions (Tong Fai)/General Funds/Capital Reserve Fund Account in the first instance. Any related expenses such as payment to janitor staff (at an appropriate rate to be decided by the school) should be charged to these accounts, and 40% of the net balance transferred to the Expanded Operating Expenses Block Grant (EOEBG) Account for schools with an Incorporated Management Committee (IMC) or School and Class Grant Account for schools without an IMC. For rooms/facilities that are eligible for the Air-conditioning Grant, the air-conditioning fees collected should be reflected wholly in the Air-conditioning Grant Account as income.

(Updated in September 2026)

(For reference only)

Schedule of Recommended Charges for Hire of Accommodation in Aided Schools

Description	Hall Rate (Without air-conditioning) $	Lighting Panel Rate (Per 4-hour) $	Grand Piano Rate (Per day) $	Air-conditioning Rate (Per hour) $
1. School Hall				
Standard rate	2,760 (Per 4-hour)	1,280	42	375 (Per hour or part thereof; minimum 2 hours)
Reduced rate				
(a) Government departments	Free	Free	Free	N.A.
(b) For non-profit-making charitable organisations and religious bodies and non-profit-making uniformed organisations (for non-educational activities)	1,380 (Per 4-hour)	N.A.	N.A.	185 (Per hour or part thereof; minimum 2 hours)
(c) For non-profit-making charitable organisations, religious bodies (for educational, social and cultural activities) and rehearsals of arts groups approved under the "Pilot Scheme on the Use of School Venues by Arts Groups"	375 (Per hour or part thereof; minimum 2 hours)	N.A.	N.A.	185 (Per hour or part thereof; minimum 2 hours)
(d) For activities organized by Hong Kong Schools Sports Federation (other than inter-school competitions) and sports programmes run by sports organisations approved under the "Opening up School Facilities for Promotion of Sports Development Scheme"	375 (Per hour or part thereof; minimum 2 hours)	N.A.	N.A.	185 (Per hour or part thereof; minimum 2 hours)

(Revised in September 2026)

Description	Rate $	Remarks
2. Classroom		
Standard rate		
Without air-conditioning	215	Per hour or part thereof; minimum 2 hours
Additional air-conditioning charge	34	- ditto -
Reduced rate : For non-profit-making charitable organisations and religious bodies, non-profit-making uniformed organisations, sports organisations approved under the "Opening up School Facilities for Promotion of Sports Development Scheme" and arts groups approved under the "Pilot Scheme on the Use of School Venues by Arts Groups"		
Without air-conditioning	110	- ditto -
Additional air-conditioning charge	7	- ditto -
3. Covered playground, basketball court, gymnasium and sports fields		
Standard rate		
Day time : Without lighting	1,070	Per 2-hour session, with a grace period of 30 minutes
Electricity charge (optional)	7	- ditto -
Night time	1,100	- ditto -
Reduced rate : For non-profit-making charitable organisations and religious bodies, non-profit-making uniformed organisations, sports organisations approved under the "Opening up School Facilities for Promotion of Sports Development Scheme" and arts groups approved under the "Pilot Scheme on the Use of School Venues by Arts Groups"		
Day time : Without lighting	545	Per 2-hour session, with a grace period of 30 minutes
Electricity charge (optional)	3.5	- ditto -
Night time	550	- ditto -

(Revised in September 2026)

Description	Rate $	Remarks
4. PE equipment in gymnasium	76	Per 2-hour session
5. Laboratories/special rooms		
Without air-conditioning	300	Per hour or part thereof; minimum 2 hours
Additional air-conditioning charge	48	- ditto -
6. Charges for hire of school premises by Hong Kong Examinations and Assessment Authority		
Free : Applicable to examinations specified in the Schedule of the Hong Kong Examinations and Assessment Authority Ordinance and London Chamber of Commercial and Industry Examination (Text Production, Audio Transcription and PC skills subjects only)		
All types of accommodation (except air-conditioning charges)	Free	(For air-conditioning charges, please refer to the appropriate rates as specified below)
Special rates : Applicable to overseas/external examinations		
School Hall - Day time (without air-conditioning)	1,380	Per 4-hour session with a grace period of 30 minutes
Additional hourly charge	345	Per additional hour or part thereof
Additional air-conditioning charge	185	Per hour or part thereof
School Hall - Evening time (without air-conditioning)	745	Per 2-hour session with a grace period of 30 minutes
Additional hourly charge	375	Per additional hour or part thereof
Additional air-conditioning charge	185	Per hour or part thereof
Classroom - Without air-conditioning	110	Per hour or part thereof, minimum 2 hours
Additional air-conditioning charge	17	- ditto -
Laboratory - Without air-conditioning	150	- ditto -
Additional air-conditioning charge	24	- ditto -

(Revised in September 2026)

Description	Rate $	Remarks
7. Electricity Charges for School Premises used as Polling/Counting Stations in Elections	120	Per day
8. Charges for hire of school premises by Vocational Training Council		
Special rates : For running classes		
Classroom/Workshop - Without air-conditioning	50	Per hour or part thereof
Additional air-conditioning charge	34	- ditto -

(Revised in September 2026)

Annex

Specimen
Record of Hiring Accommodation in Aided Schools

Hire of School Hall

Date	Time	Charges						Name of Hirer	Signature of Hirer	Receipt No. and Date	Certified by Head of School	Account Credited	
		Nature of Hirer	School Hall	Lighting	Grand Piano	Air-cond. charge	Total					School & Class Grant	Subscriptions
xx-xx-xx	7:00 p.m. – 10:00 p.m.	Non-charitable	$2,760	$1,280	$42	$1,125	$5,207	HK Local Civil Servant Co-operative Society					
xx-xx-xx	7:00 p.m. – 10:00 p.m.	Charitable	$1,380	-	-	$555	$1,935	Lok Man Social Service Centre					

Hire of Classrooms

Date	Classroom	Time	Charges				Name of Hirer	Signature of Hirer	Receipt No. and Date	Certified by Head of School	Account Credited	
			Nature of Hirer	Without Air-cond.	Additional Air-cond. charge	Total					School & Class Grant	Subscriptions
xx-xx-xx	6A	7:00 p.m. – 9:00 p.m.	Charitable	$220	$34	$254	Tung Wah Group of Hospitals					
	6C	5:00 p.m. – 7:00 p.m.	School Activities	Free	-	Free	Association of Old Students					
	4A	5:30 p.m. – 7:30 p.m.	- ditto -	Free	-	Free	- ditto -					

(Revised in September 2026)