

Guidelines for Levying Charges for Hire of Accommodation in Government Schools

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

(a) School activities

Charges should **not** be levied on normal school activities (such as Parent Teacher Association meetings, Alumni Association meetings, student clubs meetings, etc.) held in government schools irrespective of whether they are carried out during normal school hours. There may be cases where schools were built with donations from outside organisations. In such situations, it is considered appropriate for the organisations to be given access to the school premises without charge for the purposes of holding official meetings or general elections. However, charges will have to be paid 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) organised 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 should be charged in accordance with **section 6 of the Schedule of Charges at Appendix B.**

(c) Inter-school competitions

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

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

No charges should be levied on the non-profit-making uniformed organisations, except air-conditioning charges, for holding training/ educational activities. Other than these activities, such organisations should be charged at **the reduced rates as specified in relevant sections of the Schedule of Charges at Appendix B.**

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

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

- (f) Use by sports organisations/ 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 organisations/ rehearsals of arts groups under the above Schemes, **the reduced rates as specified in relevant sections of the Schedule of Charges at Appendix B shall 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) Use by Vocational Training Council

These institutions should be charged for the use of school accommodation for their classes at special rates in accordance with **section 7 of the Schedule of Charges at Appendix B.**

- (h) 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. Interested Government departments should negotiate with the school in advance for the charges details (if any) and make necessary arrangement.

II. Licensing Requirement

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. Administrative Arrangements

Application

- (a) Application for hire of school accommodation should be submitted to the school **in duplicate** in the prescribed form at Appendix C. The school head will assess the worthiness of the application and approve by completing Section B of the application form. The original of the completed application form should be given to the applicant whilst the duplicate copy will be retained by the school.

Records of Hirings

- (b) Schools should keep records of hirings (whether free or chargeable) in the format prescribed at Appendix D. The hiring records are subject to audit inspection.

Collection of Hire Charges

- (c) Schools should **collect hire charges in advance by issue of General Demand Note (GDN)**. The school concerned should send a written request to the Bureau Accounts Section for the issue of GDN.
- (d) The Bureau Accounts Section will then forward the GDN to the school concerned or to the hirer by post subject to the instruction of the school concerned. Upon receipt of the GDN, the hirer should settle the GDN as soon as possible. The hirer should keep the receipt and present the receipt to the school concerned, if necessary.
- (e) The school concerned must ensure that the hire charges are collected in full before the date of hiring the school's facilities by the hirer. The school concerned can check any outstanding amount of the GDN in the Treasury's website > Collections and Payments> General Demand Notes> General Demand Note (GDN) Enquiry on Due Date and Outstanding Amount or via this link:

http://www1.gdns.try.gov.hk/gdns/eenquiry/internet/ehcoll_gdne.html

- (f) In the case of hirings by the Hong Kong Examinations and Assessment Authority (HKEAA) and Vocational Training Council (VTC), the **hire charges should be settled in advance**. The school concerned should send a written request to the Bureau Accounts Section with calculation based on the hiring details as confirmed with HKEAA/VTC and Schedule of Charges in Appendix B for issue of a GDN. Upon receipt of the GDN from Bureau Accounts Section, HKEAA/VTC should settle the hire charges as soon as possible.

**Schedule of Charges for
Hire of Accommodation in Government 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 | 2,510 (Per 4-hour) | 1,160 | 48 | 405 (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) | 1,250 (Per 4-hour) | N.A. | N.A. | 205 (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” | 340 (Per hour or part thereof; minimum 2 hours) | N.A. | N.A. | 205 (Per hour or part thereof; minimum 2 hours) |
| (d) For activities organised 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” | 340 (Per hour or part thereof; minimum 2 hours) | N.A. | N.A. | 205 (Per hour or part thereof; minimum 2 hours) |

| Description | Rate \$ | Remarks |
|---|---|---|
| <p>2. Classroom</p> <p>Standard rate Without air-conditioning Additional air-conditioning charge</p> <p>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 Additional air-conditioning charge</p> | <p>205 37</p> <p>100 19</p> | <p>Per hour or part thereof; minimum 2 hours - ditto -</p> <p>- ditto - - ditto -</p> |
| <p>3. Covered playground, basketball court, gymnasium and sport fields</p> <p>Standard rate Day time : Without lighting Electricity charge (optional)</p> <p>Night time</p> <p>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 Electricity charge (optional)</p> <p>Night time</p> | <p>975 7 1,020</p> <p>500 3.5 515</p> | <p>Per 2-hour session, with a grace period of 30 minutes - ditto – - ditto –</p> <p>Per 2-hour session, with a grace period of 30 minutes - ditto – - ditto -</p> |
| <p>4. PE equipment in gymnasium</p> | <p>87</p> | <p>Per 2-hour session</p> |
| <p>5. Laboratories/special rooms Without air-conditioning Additional air-conditioning charge</p> | <p>275 45</p> | <p>Per hour or part thereof; minimum 2 hours - ditto -</p> |

| Description | Rate \$ | Remarks |
|---|---|---|
| <p>6. Charges for hire of school premises by Hong Kong Examinations and Assessment Authority</p> <p>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)</p> <p>Special rate : Applicable to overseas/external examinations</p> <p>School Hall - Day time (without air-conditioning) Additional hourly charge Additional air-conditioning charge</p> <p>School Hall - Evening time (without air-conditioning) Additional hourly charge Additional air-conditioning charge</p> <p>Classroom - Without air-conditioning Additional air-conditioning charge</p> <p>Laboratory - Without air-conditioning Additional air-conditioning charge</p> | <p>Free</p> <p>1,250 315 205</p> <p>675 340 205</p> <p>100 19</p> <p>140 22</p> | <p>(For air-conditioning charges, please refer to the appropriate rates as specified below)</p> <p>Per 4-hour session with a grace period of 30 minutes Per additional hour or part thereof Per hour or part thereof</p> <p>Per 2-hour session with a grace period of 30 minutes Per additional hour or part thereof Per hour or part thereof</p> <p>Per hour or part thereof; minimum 2 hours - ditto -</p> <p>- ditto - - ditto -</p> |
| <p>7. Charges for hire of school premises by Vocational Training Council</p> <p>Special rates : For running classes</p> <p>Classroom/Workshop - Without air-conditioning Additional air-conditioning charge</p> | <p>45 37</p> | <p>Per hour or part thereof - ditto -</p> |

使用官立學校校舍申請表

(請遞交一式二份)

APPLICATION FOR USE OF SCHOOL ACCOMMODATION

(To be submitted in duplicate)

A 部 (由申請人填寫)

Section A (to be completed by applicant)

申請人姓名 (先生 / 女士 / 小姐) Name (Mr / Mrs / Miss)

電話號碼 Telephone number:

傳真號碼 Fax number:

住址 Residential address:

通訊地址(如與住址不同) Correspondence address(if different from residential address):

主辦 / 贊助擬進行活動的團體的全名 (如超過一個, 應填上所有名稱)

Full name of the body organising/sponsoring the proposed function/activity (if more than one sponsoring bodies are involved, all their names should be given):

主辦 / 贊助團體是 State if the organising/sponsoring body is:

性質 Nature

類別 Type

牟利團體 profit making organisation

註冊學校 registered school

非牟利團體 non-profit making organisation

註冊職工會 registered trade union

註冊社團 registered society

制服團體 uniformed organisation

慈善團體 charitable organisation

宗教組織 religious body

體育團體 sports organisation

藝術團體 arts group

使用校舍舉辦活動的詳情

Full details of function/activity for which accommodation is required:

申請使用校舍的名稱 Accommodation applied for:

是否有意申請使用

舞台燈光

鋼琴

State if it is desired to apply for use of

Light Panel

Piano

申請使用日期 Date(s) applied for:

以上各個日期的活動開始及結束時間

Time of commencement and conclusion on each of the dates applied for:

參加活動是否須繳費?

是

否

Is a charge to be made for admission to the function?

Yes

No

如須繳費, 請說明金額 If so, state how much:

(註: 租用者請保持校舍整潔)

(Note: Hirers are requested to leave the premises hired to them in a clean and tidy condition.)

日期

Date: _____

申請人簽署

Signature of Applicant: _____

註：
Note:

1. 申請人在本表格所提供的個人資料，會供教育局處理租用官校校舍申請及其他相關的用途。
The personal data provided by means of this form will be used by Education Bureau for the processing of applications for hire of accommodation in government schools and other related purposes.
2. 申請人在本表格所提供的個人資料，可能會為上文第 1 段所述目的而向其他政策局、部門及有關人士和團體披露。
The personal data provided by means of this form may be disclosed to other Government bureaux, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.
3. 如所需資料不足，申請將無法處理。
It will not be possible to process your application if you fail to provide all the information requested.
4. 根據《個人資料(私隱)條例》第 18 及 22 條以及附表 1 第 6 原則的規定，你有權查閱及改正填報於本表格內的個人資料。如對本表格所收集的個人資料有任何查詢，包括查閱及改正資料，應與學校書記聯絡。
You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Clerk-in-charge of the school.

B 部 (由接獲申請的學校校長填寫)
Section B (to be completed by Head of School)

申請獲得/不獲批准
Application approved / not approved _____

收費等級：標準收費率 / 優惠收費率 / 免費
Scale of charges : Standard rate / reduced rate / free

收費 Charges: 禮堂 Hall \$ _____ 課室 Classroom(s) \$ _____ 舞台燈光 Lighting panel \$ _____
鋼琴 Piano \$ _____ 其他 Others \$ _____

費用應預先收取，並發出一般繳款單認收款項。
These charges are to be collected in advance by means of General Demand Note (GDN).

日期 Date: _____ 簽署 Signature: _____ Head of _____ School 學校校長
() _____

只供學校填寫
FOR SCHOOL USE ONLY

申請編號 Application Reference No. _____

| 已記錄在預訂登記冊上 Booking Register Entered | 已通知辦公室助理員 OA Informed | 已回覆申請人 Applicant Replied | 已發出一般繳款單 (繳款單編號) GDN Issued (GDN No.) | 簡簽及日期 Initial & Date |
|--|--------------------------|-----------------------------|---|-------------------------|
| | | | | |

附註: 申請表正本交回申請人
申請表副本由校方存檔
Note: original application form should be given back to the applicant
duplicate copy of the application form should be kept by school

Specimen
Record of Hiring Accommodation in Government Schools

Hire of School Hall

| Date | Time | Charges | | | | | | Name of Hirer | Signature of Hirer | General Demand Note No. Date & Amount | Certified by Head of School |
|----------|------------------------|-----------------|-------------|----------|-------------|------------------|---------|--|--------------------|---------------------------------------|-----------------------------|
| | | Nature of Hirer | School Hall | Lighting | Grand Piano | Air-conditioning | Total | | | | |
| xx-xx-xx | 7:00 p.m. – 10:00 p.m. | Non-charitable | \$2,510 | \$1,160 | \$48 | \$1,215 | \$4,933 | HK Local Civil Servant Co-operative Society Lok Man Social Service Centre | | | |
| xx-xx-xx | 7:00 p.m. – 10:00 p.m. | Charitable | \$1,250 | N.A. | N.A. | \$615 | \$1,865 | | | | |

Hire of Classrooms

| Date | Classroom | Time | Nature of Hirer | Charges | | | Name of Hirer | Signature of Hirer | General Demand Note No. Date & Amount | Certified by Head of School |
|----------|-----------|-----------------------|-------------------|--------------------------|------------------------------------|-------|---|--------------------|---------------------------------------|-----------------------------|
| | | | | Without air-conditioning | Additional air-conditioning charge | Total | | | | |
| xx-xx-xx | 6A | 7:00 p.m. – 9:00 p.m. | Charitable | \$200 | \$38 | \$238 | Tung Wah Group of Hospitals Association of Old Students -ditto- | | | |
| | 6C | 5:00 p.m. – 7:00 p.m. | School activities | Free | - | Free | | | | |
| | 4A | 5:30 p.m. – 7:30 p.m. | -ditto- | Free | - | Free | | | | |