



## Rules for Booking

- 1 Hygiene and Safety Measures at Center. Appendix 1
- 2 The person-in-charge shall not sublet venue to other persons or units
- 3 Opening Hours : Monday to Sunday : 9:00 to 22:00 ; Statutory Holiday 9:00 to 17:00.
4. The person-in-charge should fill in the Registration Book and present the Entry Permit to the Security Guard / Caretaker upon arrival. The Security Guard / Caretaker may request the person-in-charge to show his / her Identity Card for identification.
5. Users must follow the instructions given by the Security Guard / Caretaker and carry out activities in confined areas.
6. Shall not exceed the maximum capacity of the venues.
7. Gambling and illegal activities are strictly prohibited
8. Do not distribute or sell any tickets or receive any payment for activities without written approval from the Management Committee.
9. Do not put up any posters or signs within the Centre without written approval from the Management Committee.
10. Do not post or hammer on walls, doors and pillars. Please use the notice board
11. Do not remove or take away any furniture or equipment in the Centre without approval from the Security Guard / Caretaker.
12. Please study the operation procedures carefully before using any equipment. Users have to make financial compensation for any damage caused.
13. The Management Committee will not in any way be responsible for injury, loss or damage to the properties sustained by the campers.
14. All accidents or incidents of loss or damage occurring during activities must be reported to the caretaker.
15. Please keep the Centre clean.
16. Save energy. Please switch off all lighting and air-conditioners when leaving.
17. Smoking, setting up fire, lighting candles or any inflammable substances in the Centre is strictly prohibited.
18. No parking spaces are provided.
19. When red rainstorm warning is hoisted, all Girl Guides activities will be cancelled. If activities is in progress, the person-in-charge should make the decision stay or leave the campsite by taking weather and traffic conditions into consideration. Users may postpone their booking within 3 months (Girl Guides may reuse the venue within three months. No refund will be made).
20. When typhoon signal No. 8 or black rainstorm warning is hoisted, Centre will be closed. If activities is in progress, users must stay indoors in safe places. Users should not leave the Centre until the weather conditions improve. (Booking fee will be refunded for users not yet checked-in)
21. Refer to the weather report released by the Hong Kong Observatory 2 hours before the booking starts: ( Guider-in-charge / Organiser could decide to cancel the activity according to the weather condition even earlier to secure the safety of the participants. )
22. In case of fire, DO NOT USE THE LIFTS. Follow the guidance of the duty staff, leave the building using the nearest staircase and go to the assembly area.
23. The Management Committee reserves the rights to cancel any bookings without any reasons at any time prior to the date of booking. Full refund will be made.
24. If the users fail to obey or abide by, in any respect, the provisions of these Terms and Conditions, the Management Committee may terminate all activities and request the users to leave the premises instantly without refund.
25. For complaints or suggestions, please write to the Centre-in-charge.
26. The Management Committee reserves the rights to alter/amend any rules as stated herein.

## Appendix 1 Hygiene and Safety Measures at Center

### Hygienic measures enacted by the Management Committee :

1. Doors and windows are opened during cleansing works.
2. Wash/wipe places and utilities with diluted bleach (mixing 1 part of bleach with 99 parts of water).
3. Sterilized mat at the entrance is disinfected daily.
4. When cleansing places contaminated with vomit, staff is required to wear facemask and gloves. Vomit are wrapped with plastic bags before disposal.
5. Button covers of elevators are cleansed once every four hours.
6. Toilets are cleansed three times a day as scheduled. Flushing devices are checked to ensure their proper functioning and liquid soaps and toilet paper/wrapping paper are provided.
7. Refuse bins with lids are emptied daily.
8. Sterilized microphones with plastic covers are provided.
9. Staff who shows symptoms of respiratory tract infections or infectious diseases is required to be off duty immediately.

### Hygienic measures for users:

1. If the instructor/person-in-charge notices a participant / user is not feeling well before the activity begins, s/he should advise them to take a rest at home.
2. If the instructor/person-in-charge notices a participant is not feeling well during the activity, s/he should advise them to terminate the activity.
3. Maintain good personal hygiene:
  - 3.1 Cover nose and mouth while coughing or sneezing.
  - 3.2 Respiratory tract secretions (e.g. saliva, spit or vomit etc) should be disposed in plastic bags.
  - 3.3 Wash your hands with soap immediately if contaminated with respiratory tract secretions.
  - 3.4 Flush the toilet with the lid closed and wash hands immediately.
4. Bring along insect repellent if necessary.

### Safety measures:

1. Centre staffs have received basic first-aid training. The first-aid kit is provided in center for the treatment of slight injuries only.
2. If any participants are involved in accidents or suffer from severe illness, please contact the staff to call for ambulances.
3. If incidents of fighting or theft occur, please inform the staff to contact the police for assistance. Camper in-charge/instructor must ensure users/participants do not leave the venue until the police arrive.
4. To prevent fire and ensure a good air quality, smoking is prohibited in the enclosed areas of the Center.
5. In case of fire or when the fire alarm rings, instructor/person-in-charge should gather all participants and evacuate to a safe open space by using stairs (e.g. the main entrance). S/He should report to the staff whether all participants are present or not. Activities only continue after the proclamation of firemen.