



INSTITUTE OF HUMAN PERFORMANCE  
THE UNIVERSITY OF HONG KONG  
香港大學運動及潛能發展研究所

Sports Facility Booking  
Rules & Regulations

**Introduction**

Full-time students and sports cardholders with valid membership are permitted to use this service to book a variety of IHP facilities on an individual basis. Designated staff and student groups are also given access to book sports facilities via the system subject to their weekly quota.

**Accessing the on-line booking system**

Full-time students and staff sports cardholders (principal cardholders) of HKU or designated internal groups wishing to use the online system can do so through the HKU Portal <http://www.hku.hk/portal>. On entering the portal, click on “Service” and then “Sports Facility Bookings” to enter the system. Then click on the activity that you wish to play.

**Viewing availability**

Availability of sports facilities can be viewed at IHP’s website: [IHP’s homepage (<http://www.hku.hk/ihp>) → Go to “Facilities” → Go to “Availability and Closures” → Go to “On-line Availability”].

**Facilities available**

The following facilities can be booked via the online bookings system, by telephone or in person:

Individual bookings

- Table tennis tables, badminton and tennis courts (max. no. of user per venue is 4)
- Squash (max. no. of user is 2)
- Stanley Ho Sports Centre multi-purpose areas (basketball / volleyball / netball / 5-a-side – min. number of user is 6)
- Billiard / Snooker
- Combat room
- Dance studio
- Golf driving bays
- Golf sand bunker & putting green
- Softball pitching machine

**Individual bookings**

General information

1. Full-time students and staff sports cardholders (principal cardholders) of HKU are permitted to book IHP facilities via the IHP computerized bookings module online, by telephone or in person.
2. Students and adult sports cardholders are permitted to make bookings by telephone or in person subject to verification. Availability of sports facilities can be viewed at IHP’s website (Please see “Viewing availability” section above).
3. Individuals will be limited to a maximum of 7 advance bookings at any one time. Individuals may, however, use additional sessions if they turn up in person at the sports centre reception desk and use facilities that are available at the time (walk-in booking).
4. Individuals are not permitted to book in advance for more than one facility booking at any one timeslot.
5. Individuals may not make more than one booking for the same activity per day.
6. Bookings may be made up to 7 days in advance either via the online system, by telephone or in person at the Flora Ho or Stanley Ho Sports Centres.
7. Online bookings and telephone bookings can be made daily between 06:30-22:30 and 07:30-22:30 respectively apart from special early closure days when the telephone bookings will stop one hour before the closure time. During Chinese Lunar New Year public holidays or unexpected closures, only online bookings will be available.
8. Individual bookings are for one hour only.

Located at Flora Ho Sports Centre  
111-113 Pokfulam Road  
Hong Kong  
Website: [www.hku.hk/ihp](http://www.hku.hk/ihp)  
e-mail: [ihphku@hku.hk](mailto:ihphku@hku.hk)

Academic Programmes / Research

Competitive Sport and Recreation Programmes /  
Facility Management and Administration

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(852) 2818 8042

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- Bookings are accepted on a first-come, first-served basis.
- Daily check-in sheets will be displayed at the remote tennis courts (Robert Black College / High West). These courts can be booked online. Individuals who wish to make walk-in bookings must phone the Flora Ho Sports Centre reception (28173768) to obtain a reference number so that they can fill in the appropriate details on the daily check-in sheets when they arrive to play.
- Individuals who wish to make online bookings for volleyball, basketball, netball, 5-a-side soccer must have a minimum of 6 participants.
- Equipment will be set up before members use the facilities. For bookings involving complex set up, please allow an extra set-up time of 5 minutes at the beginning of your booking.
- A floodlight fee of \$25 per hour will be charged to individuals who book the tennis courts after 18:00. This charge is payable when checking-in to use the court.
- Students or sports cardholders are permitted to invite guests to use the sports facilities. Full time students, staff sports cardholders and adult FAC's are permitted to invite up to 4 guests per visit / per 1-hour activity session as appropriate at \$25 per head. Community Members, Tenant Sports Members and HKU-SPACE Sports Members are permitted to invite up to 3 guests per visit / per 1-hour activity session at \$50 per head. During their visit to the sports centres, members should keep and take good care of the guest ticket receipt at all times for checking by the IHP staff as and when necessary.
- Only one name and membership number needs to be provided when individual bookings are being made.
- The allocation of courts for badminton will be on a sequential basis when bookings are made (court 1 → court 2 → court 3 etc).

#### Checking in for Individual bookings

- Before using a facility the individual who has booked the facility is required to check-in in person and produce their student/staff card or FAC at the counter. Courts that have not been checked in will be reallocated to other users 15 minutes after the starting time of the booking. For remote courts the user is requested to sign on the bookings sheets posted up at the court.
- Check-in for bookings can only be made between 2 hours before the starting time of a booking to 15 minutes after the starting time of the booking.
- Consecutive bookings may only be made on a walk-in basis. Check-in must be made for both bookings.
- Users who fail to check in for a booking will be subject to a **\$50 NO-SHOW fine**. All existing and future bookings will be suspended until the fine is paid.

#### Cancellation of bookings

- Members who cannot take up bookings should cancel their bookings via the online system, in person or by telephone at the sports centre concerned: Stanley Ho Sports Centre (28194427) or Flora Ho Sports Centre (28173768) at least 24 hours in advance.
- In case of unstable or adverse weather, members should phone the sports centre concerned to confirm whether the facilities have been closed.
- The IHP reserves the right to refuse or cancel bookings at any time.**

#### Regulations in case of system failure

In the situation where the system has come to a halt due to network/host server problems, members must follow the following procedures:-

- If the online booking system is unavailable, then individuals and groups may book facilities on a walk-in basis only.
- No advance bookings will be taken until the system service has been restored.
- Members with outstanding bookings can still be able to use the facilities at the time when they have originally booked. Check-in must be made in person at the sports centre reception desks.
- Cancellation of bookings must be made by phone or in person.

#### Feb 2012

Located at Flora Ho Sports Centre  
111-113 Pokfulam Road  
Hong Kong  
Website: [www.hku.hk/ihp](http://www.hku.hk/ihp)  
e-mail: [ihphku@hku.hk](mailto:ihphku@hku.hk)

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