



Booking Guideline of CAIS Facilities

The Booking Guideline stipulates the terms and conditions for the use of CAIS facilities for organising educational and other activities (e.g. community building, religious, art and cultural, recreational) by the School and the wider community. The hire of facilities should normally not affect the normal operation of School.

A. Interpretation

“School”	Christian Alliance International School (CAIS)
“Facility(ies)”	Refer to Section D
“Hirer”	means an external party who hires the Facility(ies) of CAIS for carrying out certain activities
“User”	means an internal party of the School who occupies the Facility(ies) for carrying out certain activities

B. The Purpose of the Guideline

1. To ensure the use of the Facilities by the School and the wider community is consistent with the School’s policy and complies with our mission.
2. To establish priorities for the use of the Facilities.
3. To implement a booking system that will provide transparent and effective use and communication about facility hire, usage and scheduling.
4. Any exception to this Guideline *shall* be decided by the Administrative Subcommittee of the Registered Management Committee (“RMC”).

C. Policy for Scheduling Facilities

1. The nature of the event *shall* comply with the school’s mission and vision and internal policies.
2. Unless otherwise approved by the RMC, the School has the priority in using the Facilities during normal school hours.
3. Decisions about Facilities use outside normal school hours will be based on:
 - The understanding that all scheduled school-run activities, programs and events shall be accorded with the first priority of using the Facilities.
 - The benefit for CAIS students using the Facilities.
 - How an activity fits with the School's mission and student learning.
4. As an educational institution, CAIS will actively encourage the use of space for educational purposes.
5. The Facilities must not be used for any prohibited activities that are considered by the CAIS administration as improper, political, indecent, immoral or illegal as well as in contradiction with the religious doctrines held by the CAIS. The RMC has the final authority in interpretation of whether or not the activity is of prohibited nature.



- All enquiries relating to the Facilities should be directed to the Facility Management Manager (“FM Manager”) in the first instance. Hirers of Facilities should follow the instructions from the School’s representative (usually the School’s FM Manager).
- CAIS reserves the right to refuse the use of the Facilities at the discretion of the school administration and/or the RMC.

D. Facilities Available for Booking & Minimum/Maximum Occupancy Requirement (applicable to external hirer only)

Facility	Minimum Occupancy	Maximum Occupancy
Gymnasium	35	750
Lecture Hall	100	268
Primary lunch/play room	10	300
Secondary lunch/play room	10	300
Atrium 1	10	100
Atrium 3	10	100
Atrium 5	10	100
Classroom (non homeroom)	5	28
Indoor Common Area	10	50

E. Priority for Facility Booking

Activities/events within the same priority group will be prioritized on a “first come first served” basis.

PRIORITY 1 – annual events initiated or set by the School. These events are included in the School calendars, e.g. open houses, parent nights, assemblies, conferences, homecoming, concerts, school team training and athletic tournaments.

PRIORITY 2 – School run activities, programs and events (shall be defined as all classes, clubs or events directly coordinated by a School department, both academic and non-academic, e.g. after school activities, interest group activities).

PRIORITY 3 – Partner Programs (shall be defined as programs that offer competitive sports opportunities to CAIS students and have a signed agreement with the RMC).

PRIORITY 4 – Other School associated groups (shall be defined as groups directly affiliated with the School, e.g. KTAC, KTAC BV Church).

PRIORITY 5 – Pre-approved rentals with contract signed by the RMC

Other party rentals (any group not meeting the criteria described above) will be decided and approved on a “case by case” basis.

Facilities: Lecture hall, gymnasium, primary lunch/play room, secondary lunch/play room, Atrium 1, Atrium 3, Atrium 5, classroom, indoor common area.

Note:

- The above matrix serves as general guidance only. Special cases will be considered on a “case-by-case” basis, which will be approved by the Head of School.



- The hiring arrangement for contracted user will vary depending on individual contract terms.

F. Opening Hours/Availability

- Normally, the available time slots for hiring should not affect normal lessons. There is no hiring of Facilities after 10 p.m.
- Normal school hours: Monday to Friday, 0700 to 1800.
- The Facility(ies) will be temporarily closed for booking during regular maintenance, refurbishment or other reasons. Prior notice will be given to the regular Facilities' Hirer. Please check the availability of the Facilities before booking. Enquiries can be sent to *FM Manager, Christian Alliance International School, 33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong*, by email fmo_manager@caisbv.edu.hk or by telephone at 36993884.

G. Charges

- The use of the Facilities by the School (that is, Priority 1 and Priority 2) are free of charge.
- For bookings by external parties where the participants of the event are less than 100, refer to the table below.
- For bookings by external parties of where the participants are 100 or more, the hirer is required to bear overhead costs such as guards, electricity, additional cleaners in addition to the fees listed in the table. Contact FM Manager for more information.

Facility hire under 100 participants	Equipment / Furniture available	Capacity	Hourly charges for charitable & non profit making organization	Hourly charges for non charitable organization & individual event
Gymnasium (for sport events only)	AV system, projector, basketball, badminton & volleyball courts	Max: 750 Min: 35	HK\$ 1,800	HK\$ 2,700
Lecture Hall	AV system, projector, screen	Max: 268 Min: 100	HK\$ 1,200	HK\$ 1,800
Primary Play Area	Tables & chairs	Max: 300 Min: 10	HK\$ 800	HK\$ 1,200
Secondary Play Area	Tables & chairs	Max: 300 Min: 10	HK\$ 800	HK\$ 1,200
Atrium 1		Max: 100 Min: 10	HK\$ 500	HK\$ 750
Atrium 3		Max: 100 Min: 10	HK\$ 500	HK\$ 750
Atrium 5		Max: 100 Min: 10	HK\$ 500	HK\$ 750



Classroom (non homeroom)		Max: 28 Min: 5	HK\$250	HK\$ 400
Indoor Common Area		Max: 50 Min: 10	HK\$350	HK\$ 500

Remarks

1. All above mentioned charges are on per hour basis and the minimum chargeable time is two (2) hours per facility.
2. The above list charges are applicable to events that are held up to a maximum time limit of four (4) hours. Events for extra-time for more than 4 hours must be agreed and charged on hourly basis additionally and separately.
3. The Hirer/User shall pay to the School a deposit amounting to a sum of HK\$5,000 well in advance of the holding of event as security for the above paragraph 6a. The School shall return such deposit to the Hirer/User if no breach of conditions stipulated in paragraph within one month after the holding of the booking event. Alternatively, the School shall return partially the sum of deposit after settling the contravention of the conditions of paragraph 6a. In addition, this does not preclude the School from further lodging the claims against the User/Hirer if the cost of repairs or replacement of any equipment, furniture, fixtures or fittings damaged, destroyed or removed during the period of use by the Hirer/User.

H. Booking Requirements & Procedures

1. Only bookings by registered organisations, recognised societies and community groups will be accepted. The applicant must provide a copy of the official registration from the Hong Kong Special Administrative Region together with a written authorization letter from their respective organisations, recognised societies and community groups as a valid proof of authority for making the application to the satisfaction of the CAIS.
2. Booking must be made at least twenty (20) working days prior to the date of use using the Booking Form For School Facilities. Full rental payment, deposit and proof of insurance protection coverage shall be submitted with the Booking Form. All payment must be settled in Hong Kong Dollar by cheque issued to the payee: "Christian Alliance International School". The Booking Form and associated submissions should be sent to *FM Manager, Christian Alliance International School, 33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong.*
3. Hirers/Users should clearly indicate specific equipment installation and facility arrangement needed. The approval of specific equipment installation and facility arrangement is considered on a "case by case" basis.
4. Noting that the event may require time for setting-up and restoration, such time must be included with the total booking time unless otherwise agreed.
5. Bookings which fail to meet the minimum occupancy requirement may be considered if sufficient justifications are provided with the Booking Form and it is approved by the Head of School.



6. Hirer/user of the Facility must hold a confirmed booking before publishing the activity, which must be under the direct supervision of the activity organiser/adviser or assigned representative.
7. The charges include utilities, the use of furniture as provided, electrical and AV equipment as installed. Any additional equipment (e.g. mobile projector screen, music equipment like digital piano, music stands, choral risers, stage), storage, cleaners security guards and technicians required for an event will be charged and agreed separately. Additional cleaners and security guards will be required for any event with more than 100 participants.
8. For details of rules and regulations in use of Facility, please refer to the Conditions of Use in Section J.
9. If a Hirer desires a reduction in the charge for legitimate reasons, he/she should attach a letter of request with the Booking Form.

I. Cancellation of Booking

1. When Tropical Signal No. 8 or above is in force or hoisted during the activity or the Facility is considered not suitable for use on safety or operational grounds by the School, the Facility will be immediately closed and the hirer must arrange for all occupants to leave.
2. When Black Rainstorm Warning is in force or hoisted during the activity, the occupants may stay in the Facility until the signal is lowered or leave in accordance with the instruction of the School.
3. In case the use of the Facilities is suspended or closed by the School for safety or other reasons, bookings will automatically be cancelled, and the Facilities will not be available to any member of the community, including staff. Prior notification and arrangement will be given as soon as practicable.
4. In the event of cancellation of booking by the Hirer and before the granting of approval of the application by the School, the Hirer shall notify the School in writing at least fifteen (15) days prior to the date of use. The refund arrangement shall be done within one (1) month or according to the contract/agreement signed by both parties.
5. In the case of any subsequent priority use of the facility by the School after application has been granted, the School shall refund by within one (1) month or according to the contract/agreement signed by both parties.

J. Conditions of Use

1. Booking Form For School Facilities
 - a. The Facility should be used for the purpose stated on the Booking Form For School Facilities and must strictly follow the Policies and Guidelines issued by the School (e.g. Visitor Policy, Maximum Occupancy) or the RMC from time to time.



- b. Depending on the nature of events, provision of supporting document may be requested. These include, but not limited to, registration documents, employment visas, professional references and certificates and other relevant documents.
 - c. The Hirer should provide, with the Booking Form, the number of staff, guests, helpers, agents, contractors of the event. The names of the Hirer or representative should be provided and be present during the entire event.
 - d. Once the application is approved, the payment shall be forfeited no matter whether the Facility is used eventually.
 - e. Sub-letting or sharing of letting of Facilities by the Hirer is not allowed.
2. Logistics arrangements
- a. Hirers who wish to move any materials for use during the event into or out of the School, they should get a written approval from the School at least three (3) working days in advance.
 - b. No storage of materials by the Hirer at the School is allowed before and after the event.
 - c. Any dangerous items, flammables or chemicals shall not be allowed in any circumstance.
 - d. Hirers cannot hire any external service providers to assist in officiating their events.
 - e. Glues, tapes and any other types of adhesives cannot be applied to any wall of the School.
 - f. No car parking is provided.
3. Safety
- a. When the event involves children, the Hirer/User should be responsible for looking after the children by sufficient number of qualified persons in compliance with the relevant guideline from Education Bureau.
 - b. Smoking is prohibited in School.
4. Cleanliness
- a. The Hirer/User is responsible to keep all furniture, fixtures, the wall and the floor in a clean and tidy condition. All equipment must be kept in a workable and clean condition during the use/hiring period.
5. Insurance
- a. It is the responsibility of the Hirer to offer appropriate public liability insurance for accidental death or bodily harm or injury suffered by any person and accidental loss of or damages of any property of an appropriate amount in respect of each and every event. In this regard, the Hirer must produce a copy of the said insurance policy with protection coverage of at least amounting to Hong Kong Dollar HK\$10,000,000 as proof to support the Booking Form to the satisfaction.
 - b. The Hirer and its Users shall relinquish from claiming against the School for any losses, damages or injuries arising from the use of the School Facilities or during their stay in the School campus.
6. Damages
- The Hirer/User shall bear the cost of repairs or replacement of any School equipment, furniture, fixtures or fittings damaged, destroyed or removed during the period of use by the Hirer.



7. Other

- a. Approval for press or media to attend the event must be asked for in advance. The names of journalists and serving organization shall be provided to the School.
- b. No filming or photography is allowed in areas other than the booked venue(s).
- c. The name of the School should not be used in conjunction with the promotion of the activities of the Hirer unless with the prior written consent of the Head of School or RMC.



BOOKING FORM FOR SCHOOL FACILITIES

1. Applicant Name : _____ Organization : _____

Contact No. : _____ Email : _____ Date : _____

2. Name of Contact Person and Position in the Organization :

Contact No. : _____ Email : _____

3. On-site Person In Charge :

Contact No. : _____ Email : _____

4. Date & Nature of Activity

Date	Time		Name of Activity:
	From	To	Description & Objective:

Type of Activity:

- Lecture / Seminar / Conference
 Ceremony / Ceremony Rehearsal
 Assembly
 Training / Team Practice
 Concert / Concert Rehearsal
 Competition / Tournament
 Other (please specify) _____

5. Participant Details (can tick more than one):

- Lower Primary or Grade _____
 Upper Primary or Grade _____
 Secondary or Grade _____
 Parents
 Staff
 Other (please specify): _____

Estimated No. of Participants: _____



6. Facilities Required (Please read “Booking Guidelines of CAIS Facilities”)

Venue	Other Facilities (please specify the quantity)	Manpower (if applicable) (for setup and take down)
<input type="checkbox"/> Lecture Hall <input type="checkbox"/> Gymnasium <input type="checkbox"/> Primary Lunch/Play Room <input type="checkbox"/> Secondary Lunch/Play Room <input type="checkbox"/> Atrium 1 <input type="checkbox"/> Atrium 3 <input type="checkbox"/> Atrium 5 <input type="checkbox"/> Classroom <input type="checkbox"/> Indoor Common Area	<input type="checkbox"/> Lighting Panel (for special lighting effect) <input type="checkbox"/> Hi-Fi System <input type="checkbox"/> Projector System <input type="checkbox"/> Wired Handheld Mic. () <input type="checkbox"/> Wireless Handheld Mic. () <input type="checkbox"/> Wireless Tie-clip Mic. () <input type="checkbox"/> Wireless Head Mic () <input type="checkbox"/> Stackable Chair () <input type="checkbox"/> Foldable Table () <input type="checkbox"/> Piano / Digital Piano <input type="checkbox"/> Choral Riser <input type="checkbox"/> Music Stand <input type="checkbox"/> Musical Chair <input type="checkbox"/> Other ()	<input type="checkbox"/> FM team () <input type="checkbox"/> Cleaner () <input type="checkbox"/> IT Staff <input type="checkbox"/> Other ()

Applicant's Signature: _____ **Company Chop:** _____

Rules & Conditions of Booking (Please read “Booking Guidelines of CAIS Facilities”)

Please send the Booking Form For School Facilities to *FM Manager, Christian Alliance International School, 33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong.*

Checklist:

- Booking Form For School Facilities (Signed and with Company Chop)
- Photocopy of the official registration and written authorization letter
- Photocopy of insurance of protection coverage
- Payment of Facility rent
- Payment of deposit
- Letter of request for hire reduction (if any)
- Other supporting document(s) (if necessary)

Office Use:

Booking Form received by: _____ **Received date:** _____
(Name/Post) Facility Management, CAIS

Payment Received: _____ **Received date:** _____
(Name/Post) Finance Department, CAIS

Approved by: _____ **Approval date:** _____
(Name) Principal, CAIS

Application Reference: _____ (to be completed by Finance Department)

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