

6 May 2025

Education Bureau Circular No. 4/2025

Opening up School Facilities for Promotion of Sports Development Scheme

[Note: This Circular should be read by

- (a) Supervisors and Heads of all government, aided (including special schools), caput schools and schools under the Direct Subsidy Scheme — for action; and
- (b) Heads of Sections – for information.]

Summary

This circular serves to invite the government, aided (including special schools), caput schools and schools under the Direct Subsidy Scheme (DSS) to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme” (the Scheme) implemented by Culture, Sports and Tourism Bureau (CSTB) and Education Bureau (EDB).

Background

2. The Government has all along been encouraging schools to open up their facilities for hire to outside organisations to foster collaboration between schools and the community. According to the Policy Address announced in 2017, public sector schools are encouraged to further open up their facilities so as to encourage students to develop a healthy sporting habit.

3. To take forward the initiative, the former Home Affairs Bureau and EDB jointly launched the Scheme in the 2017/18 school year to encourage public sector schools to open up school facilities for sports organisations to hold sports programmes. Various enhancement measures have been implemented since the 2018/19 school year, which include extending the Scheme to DSS schools; increasing the subsidy rates for schools; allowing non-profit organisations with track records of running sports programmes in schools and the community to participate in the Scheme; and inviting participating schools to apply for subsidies under the Sir David Trench Fund (Main Fund) to set up or improve sports facilities of the schools. To further refine the Scheme and encourage more schools to open up their facilities for holding sports activities with a view to facilitating collaboration between schools and the community

and strengthening the promotion of sports, starting from the 2023/24 school year, CSTB and EDB have further increased the subsidy rates for schools, raised the number of eligible sports organisations, broadened the ambit of the subsidy, and extended the usage period of the relevant subsidy.

Details

4. Under the Scheme, schools are encouraged to open up their campus facilities (such as school hall, activity room, open and/or covered playground with ball court, sports ground, classroom and soccer pitch, etc.) as far as possible for use by sports organisations to hold sports programmes during weekends, school holidays and/or after school hours. Participating schools should open up the facilities concerned for a cumulative total of at least 24 hours¹ throughout the school year for each programme. Participating schools may also provide more than one facility for the sports organisations to hold separate programme(s) during the same time slots and/or at different time slots. The facilities made available for hire must be in good condition.

5. To enhance and cultivate a sporting culture in schools, sports organisations offering programmes under the Scheme for members of the community are required to reserve at least one-fourth of the places in each sports programme for priority enrolment of students, teachers and/or parents of the participating school who meet the technical requirement(s) (if any) of the sports programme. This arrangement enables schools to enhance students' and relevant stakeholders' participation in sports and would optimise the use of resources for the promotion of sports development.

6. Eligible sports organisations including “national sports associations” (NSAs)² (including its registered affiliated club members), district sports associations, sports organisations subvented by the “Subvention Scheme for New Sports” administered by the Leisure and Cultural Services Department, etc., are set out on the CSTB webpage below. Sports organisations participating in the Scheme are required to sign and observe the “Conditions of Use of School Facilities” to commit their full compliance with the conditions set out and make necessary arrangements to protect schools against any claims, losses or damages which may be

¹ The minimum duration of each session is one hour, e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions.

² Refers to NSAs recognised by the Sports Federation and Olympic Committee of Hong Kong, China, including NSAs which are receiving subventions from the “Sports Subvention Scheme” administered by the Leisure and Cultural Services Department.

incurred due to the hirers' act of negligence. For details of the conditions on the use of school facilities, please refer to Part C of Section I at Annex 1.

<https://www.cstb.gov.hk/en/policies/sports-and-recreation/sports-policy/promoting-sports-in-community/promotion-of-school-sports.html#d>



Application Procedures

7. Schools intending to participate in the Scheme should complete the “Application Form for Participation” (Annex 2A) and “Information Form of Facilities Available for Hiring by Sports Organisations” (Annex 2B) sent by EDB via the “Fast Information Transmission System – School Messaging Module” (SMM)³. Schools should return (1) the scanned copy of completed application form (Annex 2A) and (2) softcopy (in MS Excel format) of the information form (Annex 2B) to EDB via SMM on or before **30 June of the school year preceding the intended school year of joining**. Starting from the 2025/26 school year, schools are required to submit their applications once and are not obligated to re-submit annually. Should participating schools wish to amend the previously submitted information in subsequent school years, please submit only an updated Annex 2B³ to EDB in the same manner. A cumulative list of participating schools and the school facilities available for hire will be updated in **early July each year** and then forwarded via CSTB to eligible sports organisations.

8. We encourage eligible sports organisations that are interested in hiring school facilities from participating schools to contact the schools concerned directly for detailed information on the use of the facilities, and discuss the intended use of the facilities concerned, time slots available and details of the planned programmes, etc. Schools may also liaise with the interested sports organisations for discussion of the above.

9. Interested sports organisations should submit an application for each participating school year. Sports organisations should submit the form “Application for Hiring of School Facilities by Sports Organisation” (Section I of Annex 1) to CSTB, with a copy to EDB and the schools concerned, on or before **30 July each year** for the intended hiring of school facilities from participating schools in the forthcoming school year. Having regard to the school-based

³ Schools may use the circular number as a keyword in SMM to search for this Circular, which is re-circulated annually in May.

circumstances and needs, participating schools shall then decide whether or not to accept the applications from the sports organisations. Schools are requested to complete Section II of Annex 1 and return it to EDB, with a copy to CSTB, on or before **15 August** of the same year to confirm their acceptance of the applications. Upon CSTB's confirmation on the eligibility of the sports organisations, EDB and CSTB will notify respectively the participating schools⁴ and the sports organisations of the application results.

Subsidy Disbursement Arrangement

10. Schools approved for hiring out school facilities to sports organisations under the Scheme will receive a subsidy. Schools will be given a subsidy of \$40,000 for the first programme launched by a sports organisation in each approved school year and \$30,000 for each subsequent programme (if any), up to a maximum of \$190,000 per school in each participating school year (i.e. a maximum of 6 programmes will be subsidised). The subsidy can be used for subsidising the implementation of the approved sports programmes, such as hiring extra manpower, strengthening security measures, defraying additional utility costs, replacing or acquiring equipment/appliances needed, and carrying out urgent minor repair works. Schools can also spend the subsidy on expenditure related to promotion of sports in the schools (such as expenditure on arrangement of additional sports activities for students, improvement of schools' sports facilities and purchase of other sports equipment).

11. The subsidy will be disbursed to aided, caput and DSS schools in October, April and July of the approved school year. For government schools, the subsidy will be provided in the form of budget allocation in two batches in October and April of the approved school year. To ensure proper and prudent use of the subsidy, CSTB will confirm with sports organisations in **June each year** on the actual number of programmes organised under the Scheme in the corresponding approved school year of participation before final payment of subsidy is released to participating schools⁵.

Financial and Accounting Arrangement

12. Schools are required to observe the established principles and requirements on the use

⁴ EDB disseminates information related to the Scheme through SMM. Please refer to the messages for details.

⁵ Schools are held responsible to verify and duly sign the "Programme Report" prepared by the sports organisations by 30 June of the approved school year to confirm the number of completed programme(s), the respective number of hours and the number of participants under each completed programme.

of public funds promulgated by EDB when using the subsidy. Schools are required to keep a separate ledger account for the subsidy to record all income and expenditure chargeable to the subsidy. Relevant expenses incurred in connection with the hiring out of school facilities under the Scheme to sports organisations, such as hiring extra manpower (including salaries, Mandatory Provident Fund etc.), strengthening security measures, defraying additional utility costs, replacing or acquiring equipment/appliances needed, and carrying out urgent minor repair works, should be met by the subsidy and no additional subsidy would be provided to cover such expenses. Schools are also allowed to spend the subsidy disbursed on expenditure related to the promotion of sports in the schools (such as expenditure spent on the arrangement of additional sports activities for students, improvement of schools' sports facilities and purchase of other sports equipment). All books of accounts, receipts, payment vouchers and invoices, etc. must be kept for at least 7 years by schools for accounting and auditing purposes. Aided, caput and DSS schools should adhere to EDB's requirements on submission of annual audited accounts set out in the relevant circular memoranda/letters as well as their appendices in preparing ledger accounts and annual accounts, and submit the annual audited accounts to EDB. If schools fail to submit the annual audited accounts as at the date as specified by EDB, they may be required to return the subsidy in full to EDB. EDB may request schools to provide relevant documents for auditing the use of the subsidy if necessary. Schools failing to provide relevant documents for auditing or not spending the subsidy according to the ambit stated in this circular will be required to return the disbursed amounts that do not belong to the subsidised items of the subsidy to EDB. Please note that only expenses incurred from the hiring out of school facilities under the Scheme to sports organisations or relevant expenditure spent on the promotion of sports development in schools could be charged to the subsidy account. Any deficit should be borne by non-government funds; and should not be charged to government funds. For government schools, expenditure should be charged to the user code assigned.

13. Aided, caput and DSS schools can retain the subsidy granted in the approved school year for use in the immediate subsequent school year up to an accumulated level not exceeding the total provision of the subsidy disbursed in the respective school year. Any surplus in excess should be returned to EDB. Based on the schools' annual audited accounts, EDB will claw back any surplus in excess. The arrangement for government schools is basically the same as that of the aided, caput and DSS schools but the subsidy will be calculated based on the financial year. Government schools can retain the subsidy for use in the subsequent financial year up to an accumulated level not exceeding the total provision of the subsidy in the respective financial

year. Any surplus in excess will be cancelled by the end of the financial year concerned. Transfer of funds and/or unspent balance out of this subsidy is not allowed.

14. In procuring relevant services, items, furniture and equipment, schools are reminded to refer to the Points to Note in the Purchase of Goods/Services in the prevailing EDB Circular “Acceptance of Advantages and Donations by Schools and their Staff” and follow the procurement procedures listed therein. Aided and caput schools are also required to follow the procedures and guidelines promulgated in the prevailing EDB Circular “Procurement Procedures in Aided Schools” and its latest Guidelines on Procurement Procedures in Aided Schools, while government schools should follow the store and procurement guidelines promulgated in relevant EDB Internal Circulars. DSS schools should follow the guidelines on procurement procedures of aided schools, or the school-based procurement policies formulated upon the endorsement of their School Management Committees/Incorporated Management Committees.

Main Fund of the Sir David Trench Fund for Recreation

15. Schools that have successfully hired out their facilities to sports organisations via the Scheme will be eligible to apply for subsidies under the two categories of the Sir David Trench Fund for Recreation (Main Fund), namely (i) Capital Works Project and (ii) Special Project. The Capital Works Project provides a grant for schools to build new sports facilities, while the Special Project provides a grant for schools to carry out minor works for construction and improvement of their sports facilities, as well as to purchase sports equipment. Each school is only allowed to submit an application for either funding category per school year, while the funding items applied for must be directly related to the type of sports/programmes to be conducted under the Scheme. Depending on the application results, successful applicants must open up the facilities subsidised by the Fund under the Scheme for five consecutive years upon completion of works. This arrangement fosters the collaboration between the schools and the community, with a view to promoting sports in the community. Interested schools may learn more details about the Sir David Trench Fund for Recreation (Main Fund) and download the funding guidelines and application form from the link below.

<https://www.cstb.gov.hk/en/councils-boards-and-committees/sir-david-trench-fund-committee.html>



Levying Charges for Hire of Accommodation

16. Participating schools are advised to adopt the reduced rates as specified in the respective Guidelines for Levying Charges for Hire of Accommodation in aided and government schools issued by EDB or the concessionary rates according to school-based policy for caput and DSS schools, so as to make the charges more affordable for the non-profit making sports organisations and to demonstrate schools' support in promoting sports at the community level. If circumstances warrant, aided, caput and DSS schools may also waive the charge altogether. Please refer to the prevailing EDB Circular "Hire of Accommodation in Aided Schools" (applicable to aided schools), the prevailing EDB Internal Circular "Hire of Accommodation in Government Schools" (applicable to government schools), and the latest Guidelines for Levying Charges for Hire of Accommodation in Aided Schools posted on the EDB webpage:

<https://www.edb.gov.hk/en/fees-charges/aided-sch>



Enquiry

17. For enquiries, please contact the respective Senior School Development Officer of your district. For enquires on matters related to Sir David Trench Fund for Recreation (Main Fund), please contact the Secretariat of its Fund Committee on 3509 7068 or 3509 8039.

Ms Mandy Yip
for Secretary for Education

Opening up School Facilities for Promotion of Sports Development Scheme
20____/____ School Year Application for Hiring of School Facilities by Sports Organisation

Section I (To be completed by the applicant sports organisation)

Please return this form by email or fax to Culture, Sports and Tourism Bureau (CSTB) on or before **30 July each year** for the application for intended hiring of school facilities from participating schools in the forthcoming school year, with a copy to School Administration 3 Section of Education Bureau (EDB) and the school in Part B.

To: Sports and Recreation Branch, CSTB	Fax no.: 2519 7404
	Email: cstbsr@cstb.gov.hk
cc: School Administration 3 Section, EDB	Fax no.: 3188 9865
	Email: schadm3@edb.gov.hk
The school in Part B	Fax no.: _____
	Email: _____

Part A: Information of the Sports Organisation

Name of Organisation

[Number]¹: _____

Status of the Organisation²:
*(*please tick “✓” as appropriate)*

- ☐ a. “national sports association” (NSA)³
- ☐ b. registered affiliated club member of an NSA (please submit relevant supporting document(s) issued by the relevant NSA as the proof of membership)
- ☐ c. district sports association subvented by the “Community Sports Subvention Scheme” administered by the Home Affairs Department
- ☐ d. sports organisation subvented by the “Subvention Scheme for New Sports” administered by the Leisure and Cultural Services Department
- ☐ e. other eligible sports organisation specified on the CSTB webpage
- ☐ f. organisation intended to join the Scheme (applicants must submit relevant supporting documents to CSTB and could only join the Scheme upon CSTB’s confirmation. For details, please refer to the CSTB webpage.)

Name of Contact Person
 (Position Held) : _____

() Phone No. : _____

Name of Responsible
 Person (Position Held) : _____
(Optional)

() Phone No. : _____

Address : _____

Email : _____ Fax No. : _____

For official use of CSTB:	Name/Position of officer:
Eligibility of the Organisation verified as _____	Signature: _____ Date: _____

¹ Please fill in the corresponding sports organisation number (e.g. SAR Sports Association [999]) according to the list of eligible sports organisations on CSTB webpage (see footnote 2). For applicants without a corresponding number, please fill in [N/A].

² The full list of eligible sports organisations is available on CSTB webpage:
<https://www.cstb.gov.hk/en/policies/sports-and-recreation/sports-policy/promoting-sports-in-community/promotion-of-school-sports.html#d>

³ Refers to NSAs recognised by the Sports Federation and Olympic Committee of Hong Kong, China, including NSAs which are receiving subventions from the “Sports Subvention Scheme” administered by the Leisure and Cultural Services Department.



Part B: School Facilities Required⁴

Name of School (District) : _____ (_____)

Address : _____

Facilities & number	Name of sports programme(s), content & target participants	Proposed dates		Proposed time & duration of each session	Total no. of sessions and total hours	Estimated no. of officials and participants using the facility each session
<i>e.g.(1) Playground (1)</i>	<i>Basketball Training Course (Teenagers aged 12 to 14)</i>	<i>4/10/2025 (Sat) 11/10/2025 (Sat) 18/10/2025 (Sat)</i>	<i>15/11/2025 (Sat) 22/11/2025 (Sat) 29/11/2025 (Sat)</i>	<i>9:00 am to 1:00 pm (4 hours)</i>	<i>6 (24 hours)</i>	<i>Total: 25 Officials: 5 Participants: 20</i>
<i>e.g.(2) Open Playground (1)</i>	<i>Football Beginner Course (Teenagers aged 12 to 14)</i>	<i>Throughout the school year every Friday in Oct to Dec (exact dates to be confirmed)</i>		<i>5:00 pm to 7:00 pm (2 hours)</i>	<i>12 (24 hours)</i>	<i>Total: 20 Officials: 5 Participants: 15</i>

⁴ A cumulative list of school facilities available for hire had been forwarded via CSTB to eligible sports organisations. Please refer to the relevant hiring information including hiring charge, if any, provided by the school before completing this part.

Part C: Conditions of Use of School Facilities (if Application is Approved)

1. The sports organisation shall be a non-profit making organisation and shall not use the school facilities for holding sports programme for profit. The primary purpose of programmes organised under the Scheme should be to promote sports development.
2. The sports organisation undertakes to reserve at least one-fourth of places in each sports programme for priority enrolment of students, teachers and/or parents of the school who have met the technical requirement(s), if any, of the sports programme.
3. Unless with prior approval of the school, the hired facilities shall only be used for the designated programme(s) specified in Part B. The school facilities shall only be used by approved sports organisation and shall not be sublet to other organisations/individuals. All users must leave the school at the end of each session specified in Part B.
4. All users must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary. The sports organisation shall take appropriate action to safeguard the health and safety of all users.
5. Eating and drinking shall not be permitted inside the activity areas. Smoking is strictly prohibited in school.
6. Users shall maintain cleanliness of the venue throughout the sports activity. Before returning the hired venue, users shall clean up all waste and restore all facilities to their original conditions.
7. The school will close the facilities upon issue of Tropical Cyclone Signal No. 8 or the RED/BLACK Rainstorm Warning Signal. The school may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operation point of view. In such case, the school will refund the hire charge for the unused session(s).
8. If a confirmed session has to be cancelled by the school owing to inclement weather or other circumstances in accordance with Condition 7, the sports organisation may discuss with the school for reallocation of the unused session(s). However, the school does not guarantee the availability of any suitable session for reallocation.
9. The sports organisation shall submit a programme report to CSTB for each programme organised under the Scheme within **two months** after the end of the programme.
10. The sports organisation shall confirm with CSTB the actual number of sports programmes organised and the respective number of hours completed in each of the programmes by submitting the “Programme Report” that is verified and duly signed by the partnering school before **30 June in the corresponding approved school year of participation**. CSTB will provide a template of the Programme Report to the sports organisations via email. The sports organisation shall report to EDB and CSTB as soon as possible in case the sports programme(s) is/are cancelled.
11. The sports organisation shall be responsible for meeting the cost of repairing any damage caused to the school facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of school facilities.
12. The sports organisation shall take out adequate insurance policy for programmes organised under the Scheme including third party liability insurance. The sports organisation shall also purchase a third party liability insurance of a specified amount with the respective school as insured party as appropriate and make a copy of the insurance policy to school for record.

13. The sports organisation shall indemnify and keep indemnified school against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of school facilities by the sports organisation or any person so authorised by it due to the negligence on the part of sports organisation or on the part of such authorised person.
14. The sports organisation shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The sports organisation shall not expressly or by implication make reference to the school in any publicity materials without prior permission of the school.
15. The sports organisation shall not admit members of the public to the school during the use of school facilities as spectators, without the prior approval of the school.
16. The school reserves the right to reject or cancel the hiring of facility by giving reasonable prior notice to the sports organisation and also to restrict the number of users entering the school or to refuse entry of any person upon health ground or any other reasons.
17. The sports organisation must follow the instructions provided by CSTB and EDB to report accurate information on any completed programme(s).
18. The sports organisation must ensure that any person being permitted to enter the school during the hired period shall observe the legal requirements under Hong Kong Special Administrative Region.
19. CSTB may immediately terminate the programme upon the occurrence of any of the following events:
 - (a) the sports organisation has engaged or is engaging in acts or activities that constitute or cause, or are likely to constitute or cause, the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (b) the continued implementation of the programme by the sports organisation is contrary to the interest of national security; or
 - (c) CSTB reasonably believes that any of the events mentioned above is about to occur.
20. If the sports organisation does not observe any of the aforementioned Conditions of Use, the school may prohibit its entry to the school and use of school facilities, or terminate the hiring of the relevant facilities at any time.


Part D: Declaration

I, on behalf of _____ (name of the sports organisation), undertake to observe the Conditions of Use of School Facilities in Part C, have read and agreed with the content of the Personal Information Collection Statement included in the last page of this application form.

Signature of Responsible Person : _____

Name of Responsible Person : _____

Date : _____



Official chop
of the sports
organisation

Section II (To be completed by the school)

Please return this form (Section II) by fax/email/via the “Fast Information Transmission System – School Messaging Module” (SMM) to EDB, with a copy to CSTB on or before **15 August each year** for the application(s) from Sports Organisation(s) in the forthcoming school year.

To: School Administration 3 Section, EDB

Fax no.: 3188 9865

Email: schadm3@edb.gov.hk

cc: Recreation and Sport Branch, CSTB

Fax no.: 2519 7404

Email: cstbsr@cstb.gov.hk

I, on behalf of _____ (name of the school)
[☐☐☐☐ (4-digit Treasury School Code)], confirm acceptance / rejection* of the application of
_____ (name of the sports organisation) for the use of school
facilities as specified in Part B of Section I in 20____/____ school year [Please specify the reason(s) for
rejection (e.g. clashed with school activities etc.):
_____]

* Please delete as appropriate

The school facilities to be hired by the sports organisation are as follows (please use a separate sheet if there is not enough space):

No.	Name of programme(s) & target participants	Facilities & number	Dates		Time & duration of each session (a)	No. of sessions (b)	Duration of programme C=(a)x(b)	Details of Charges & Total Charges
e.g. (1)	Basketball Training Course (Teenagers aged 12 to 14)	Playground (1)	4/10/2025 (Sat) 11/10/2025 (Sat) 18/10/2025 (Sat)	15/11/2025 (Sat) 22/11/2025 (Sat) 29/11/2025 (Sat)	9:00 am to 1:00 pm (4 hours)	6	24 hours [Note: 24 hours for each programme]	\$910 (per 4-hour session) x 6 = \$5,460
e.g. (2)	Football Beginner Course (Teenagers aged 12 to 14)	Open Playground (1)	Throughout the school year every Friday in Oct to Dec (exact dates to be confirmed)		5:00 pm to 7:00 pm (2 hours)	12	24 hours	Exempted
1								
2								
3								

Note: Schools are held responsible to verify and duly sign the “Programme Report” prepared by the sports organisation(s) by 30 June of the approved school year to confirm the number of completed programme(s), the respective number of hours and participants under each completed programme.

Signature of School Representative : _____

Name of School Representative : _____

Date : _____

School Chop

For official use of CSTB:	Name/Position of officer:
Applicant sports organisation has been informed of the result.	Signature: _____ Date: _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for processing your application for the Opening up School Facilities for Promotion of Sports Development Scheme, issuing relevant result notifications, future contact, statistics and event opinion surveys, as well as the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279).
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application / notification mentioned in paragraph 1 above.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureaux and departments, including CSTB, for the purposes mentioned in paragraph 1 above;
 - (b) the schools and the sports organisations in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to School Administration 3 Section of Education Bureau [Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong].

**Opening up School Facilities for Promotion of Sports Development Scheme
Application Form for Participation**

To: School Administration 3 Section, Education Bureau (EDB)
(Please submit (1) scanned copy of the completed application form (Annex 2A) and (2) soft copy (in MS Excel format) of the “Information Form of Facilities Available for Hiring by Sports Organisations” (Annex 2B) to EDB via the “Fast Information Transmission System – School Messaging Module” (SMM) on or before **30 June of the school year preceding the intended school year of joining.**)

Intended school year of
joining: 20___/___ School Year

Name of School (District): _____ (_____)

Address: _____

Our school wishes to apply for the above Scheme and be listed as one of the participating schools to open up our school facilities to sports organisations. Please refer to the attached MS Excel document – “Information Form of Facilities Available for Hiring by Sports Organisations” (Annex 2B) for the relevant hiring information. Should our school decide to withdraw from the above Scheme, we will submit a written notification.

I have read and understood EDB Circular No. 4/2025 regarding “Opening up School Facilities for Promotion of Sports Development Scheme” and agreed with the content of the Personal Information Collection Statement appended in this application form.

Signature of Principal: _____

Name of Principal: _____

Date: _____

School Chop

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for processing your application for the Opening up School Facilities for Promotion of Sports Development Scheme, issuing relevant result notifications, future contact, statistics and event opinion surveys, as well as the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279).
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application / notification mentioned in paragraph 1 above.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureaux and departments, including Culture, Sports and Tourism Bureau, for the purposes mentioned in paragraph 1 above;
 - (b) the schools and the sports organisations in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorized/required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to School Administration 3 Section of Education Bureau [Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong].

開放學校設施推動體育發展計劃
Opening up School Facilities for Promotion of Sports Development Scheme
附件 2B：可供體育團體租借設施資料表
Annex 2B: Information Form of Facilities Available for Hiring by Sports Organisations

(請於擬加入計劃學年之前一學年的6月30日或之前把(1)已填妥的「加入計劃申請表」(附件2A)掃描副本,以及(2)「可供體育團體租借設施資料表」(附件2B)軟複本(MS Excel格式)透過「高效資訊傳遞系統－學校通訊模組」(SMM)交回教育局。)
(Please submit (1) scanned copy of completed application form (Annex 2A) and (2) soft copy (in MS Excel format) of this "Information Form of Facilities Available for Hiring by Sports Organisations" (Annex 2B) to Education Bureau through the "Fast Information Transmission System – School Messaging Module" (SMM) on or before 30 June of the school year preceding the intended school year of joining.)

- 註1:** 請在可供租借設施的方格內加上「✓」號,並填寫相關資料。如有需要,請另列書寫。
Note 1: Please put a "✓" in the appropriate box for the facilities available for hire and fill in the relevant information. Use separate rows if required.
- 註2:** 優惠收費率指現行教育局通告「租用資助學校校舍」(資助學校適用)及現行教育局內部通告「租用官立學校校舍」(官立學校適用),以及最新租用資助學校校舍徵收費用指引和建議收費表上所載的優惠收費率。如學校採用有關優惠收費率,則無須填寫每節收費之欄目。
Note 2: The reduced rates refers to that as specified in the prevailing EDB Circular "Hire of Accommodation in Aided Schools" (applicable to aided schools) and the prevailing EDB Internal Circular "Hire of Accommodation in Government Schools" (applicable to government schools), as well as the latest Guidelines for Levying Charges and the Schedule of Recommended Charges for Hire of Accommodation in Aided Schools. If the school adopts respective reduced rates, filling in the columns on Hiring Charge per Session is not necessary.
- 註3:** 學校須確保開放有關設施供體育團體租用的時間為周末、學校假期及／或平日課後,並就每項活動開放相關設施最少達24小時(例如每節連續2小時共12節、每節連續3小時共8節或每節連續8小時共3節),而每節最少須為1小時。
Note 3: Please ensure to open up related facilities to the sports organisations for a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme during weekends, school holidays and/or weekdays after school hours. The minimum duration per session is one hour.
- 註4:** 請提供在暑假期間可供聯絡之用的電話號碼,以確保體育團體可與校方代表直接聯繫。
Note 4: Please provide a contact that is reachable during the summer vacation to ensure sports organisations could reach the school's representative(s) direct.

學校名稱: Name of School:	地區: (District:
學校地址: School Address:	
聯絡人姓名: Contact Person:	職位: (Position Held:
電話號碼 [註4]: Phone No. [Note 4]:	傳真號碼: Fax No.:
電郵: Email:	

本校有意在20___/___學年起加入上述計劃向合資格體育團體開放設施,租借資料如下:
Our school wishes to apply for the above Scheme starting from 20___/___ school year to open up facilities to eligible sports organisations and the relevant hiring information of our school is given below:

編號 Serial Number	設施及數目 [註1] Facilities and Number [Note 1]	面積 (平方米) Area (m²)	康樂設施／設備及數目 (如球場、可設置乒乓球桌的空間等) Amenities and Number (such as ball courts, space set aside for table tennis, etc.)	其他設備 (如空調、照明等) Utilities (such as air-conditioning, lighting, etc.)	按優惠收費率收費 [註2] (是/否) Reduced Rates Adopted [Note 2] (Yes/No)	(非按優惠收費率收費的學校適用,以學校最終決定為準) [註2] (是/否) (Applicable to Schools Not Charging Reduced Rates, Subject to the Final Decision of the School) 每節收費 (\$) (請註明每節的時數) [註2] Hiring Charge per Session (\$) (please specify the duration of each session) [Note 2]	可舉辦活動的日期 [註3] (由／至) (不包括學校預定舉行活動的日子) Available Dates [Note 3] (from/to) (excluding dates with scheduled school events)	可舉辦活動的時間 (由／至) Available Time (from/to)
例 e.g.1	<input checked="" type="checkbox"/> 露天操場Open Playground (1)	約 550	有場地劃線的多用途球場,可用作籃球場(附設籃球架)或排球場(附設排球網) (1)	無照明	是 Yes	不適用 Not Applicable	逢星期一至五 (課後時間) (需預先與學校協商日期,不包括公眾假期及學校預定舉行活動的日子)	由下午3時30分至下午6時30分
例 e.g.2	<input checked="" type="checkbox"/> 有蓋操場Covered Playground (1)	About 600	Table tennis tables (2)	With lighting	否,豁免收費 No, charges waived	不適用 Not Applicable	(i) 逢星期六 (不包括學校預定舉行活動的日子) (ii) 逢星期日 (不包括學校預定舉行活動的日子)	(i) 9:00am - 5:00pm (ii) 10:00am - 1:00pm
例 e.g.3	<input checked="" type="checkbox"/> 學校禮堂 School Hall (1)	450	有場地劃線的多用途球場(2)	有照明	否 No	340 +185 (空調收費) (1小時一節;最少租用 2 小時)	周末、學校假期及平日課後 (詳細日期／時間可與學校協商)	學校開放時間 (上課時段除外)
1	<input type="checkbox"/> 學校禮堂 School Hall ()							
2	<input type="checkbox"/> 活動室 Activity Room ()							
3	<input type="checkbox"/> 有蓋操場 Covered Playground ()							
4	<input type="checkbox"/> 露天操場 Open Playground ()							
	其他 Others (如運動場、課室及足球場,如有請在下列註明) (e.g. sports ground, classroom, soccer pitch, please specify below)							
5	<input type="checkbox"/> 其他 Others ()()							
6	<input type="checkbox"/> 其他 Others ()()							
7	<input type="checkbox"/> 其他 Others ()()							
8	<input type="checkbox"/> 其他 Others ()()							
9	<input type="checkbox"/> 其他 Others ()()							
10	<input type="checkbox"/> 其他 Others ()()							