

## Facility Booking Regulations

1. Only accept member booking and the facility must be booked under the member's name with membership number, the member must be one of the users of the facility.
2. Facilities are open for 7 days advance booking.
3. Only accept the member or his/her registered family members to pay and sign in the facility, no cancellation, transfer or refund is allowed when payment is made.
4. Members are required to contact F.U.N. (Activities & Programs) Department or via Mobile Apps to cancel or amend the facility bookings 24 hours in advance of the booking time. Otherwise, the fee will be charged.
5. Members are required to pay the fee in full if no show.
6. For phone booking, member is required to provide his/her name with membership number for verification purpose.
7. Members can only book one facility for a maximum of 2 hours per day.
8. Member can have consecutive use the facility if which is not occupied 15 minutes after the starting time.
9. Booking is available from 7:30am to 10:00pm daily at the F.U.N. (Activities & Programs) Department via the Mobile App or by phone.
10. If a confirmed booking to be cancelled due to the bad weather, a mutually agreeable alternative date and time will be arranged. For details, please contact F.U.N. (Activities & Programs) Department.
11. All players should follow the club facility regulations. The Club reserves the right to alter or amend any of these regulations when necessary, without prior notice.

## 預訂場地守則

1. 場地設施只接受會員預訂，場地使用者必須包括會員本人。
2. 只接受預訂 7 天以內之場地。
3. 只接受會員本人或其家庭會籍之成員繳費及簽場。
4. 當會員繳交場地費用後，便不能取消、轉讓或退款，如欲更改或取消已預訂的場地，必須於預訂日的二十四小時前於網上系統或致電康體部取消，否則，本會將收取訂場費用。
5. 會員如缺席已預訂的場地或設施，仍必需繳交場租。
6. 電話預訂場地時，必須提供預訂場地的會員姓名及會員號碼以確認身份。
7. 會員每天每項設施最多預訂二小時使用。
8. 如下一節場地開始前 15 分鐘前仍未有預訂，則可連續租用。
9. 康體部每日由上午七時三十分至晚上十時接受親身、手機應用程式或電話預訂場地。
10. 如因遇上惡劣天氣而須取消的預訂，可另行安排一個雙方接納的日期和時間作補場。詳情請致電康體部查詢。
11. 每位使用者均須遵守會所場地設施使用守則，本會保留對所有場地設施規則隨時作出修訂，而不另行通知。

## 预订场地守则

1. 场地设施只接受会员预订，场地使用者必须包括会员本人。
2. 只接受预订 7 天以内之场地。
3. 只接受会员本人或其家庭会籍之成员缴费及签场。
4. 当会员缴交场地费用后，便不能取消、转让或退款，如欲更改或取消已预订的场地，必须于预订日的二十四小时前于网上系统或致电康体部取消，否则，本会将收取订场费用。
5. 会员如缺席已预订的场地或设施，仍必需缴交场租。
6. 电话预订场地时，必须提供预订场地的会员姓名及会员号码以确认身份。
7. 会员每天每项设施最多预订二小时使用。
8. 如下一节场地开始前 15 分钟前仍未有预订，则可连续租用。
9. 康体部每日由上午七时三十分至晚上十时接受亲身、手机应用程序或电话预订场地。
10. 如因遇上恶劣天气而须取消的预订，可另行安排一个双方接纳的日期和时间作补场。详情请致电康体部查询。
11. 每位使用者均须遵守会所场地设施使用守则，本会保留对所有场地设施规则随时作出修订，而不另行通知。