

會員須知

會所宗旨

- 會所的宗旨是為懲教署的職員提供康樂、體育、娛樂設施及活動。
- 會所亦不斷致力擴展和改善其設施及服務，為會員提供最佳的利益和享受。

會籍，會員證及會所使用人士的行為

- 會所會籍
 - (a) 正式會員
 - (b) 退休人員會員
 - (c) 家庭會員
 - (d) 榮譽會員
 - (e) 臨時會員

入會資格

- (a) 正式會員
“正式會員” (full member)指在職懲教署人員，包括軍裝職員和文職人員。
- (b) 退休人員會員
“退休人員會員” (retired member)指在一般條款下退休的正式會員。
- (c) 家庭會員
“家庭會員” (family member)指正式會員或退休人員會員的配偶和子女。如正式會員或退休人員會員的子女已婚或年滿十八歲，則不可繼續保留其會籍。
- (d) 榮譽會員
對會所有巨大貢獻的傑出人士或與本署有緊密聯繫的人士，可在署長的批准下獲授榮譽會員會籍。
- (e) 臨時會員
因職務關係與本署有接觸的人士，可在署長的批准下，獲發臨時會員會籍。臨時會員會籍須每年審核一次，當他們不再與本署維持職務關係時，將不會再獲發臨時會籍。

正式/退休人員會員的配偶及子女

- 如正式/退休人員會員在世及屬於會所會員，其配偶及子女便可享用會所設施。在享用會所設施期間，會員必須為自己及其來賓的行為而造成任何損壞/遺失負責，會員須按照管理委員會的決定，支付所有有關的維修/更換費用。
- 如正式/退休人員會員的子女屆滿十八歲或已婚，將被視作該會員的賓客。

會員證

- 在進入會所前，各人必須出示下列身份證明文件作登記：-

會所使用人士

身份證明文件

- | | |
|----------------------------|-------------|
| (a) 正式會員 | 部門僱員身份證/會員證 |
| (b) 正式會員的配偶及其五歲至十七歲的未婚子女 | 會員證 |
| (c) 退休人員會員 | 會員證 |
| (d) 退休人員會員的配偶及其五歲至十七歲的未婚子女 | 會員證 |
| (e) 榮譽會員 | 會員證 |
| (f) 臨時會員 | 會員證 |
| (g) 賓客 | 香港身份證/護照 |

遺失會員證

- 如遺失會員證，必須立即向會所經理報告。補領證件須繳交補領費，費用款額由管理委員會決定。

會員的權利及優惠

- 會員的權利及優惠只屬會員個人所有，不可轉讓他人。當會員逝世或不再成為會員時，所有權利及優惠將即時終止。

會所使用人士的行為

- (a) 在會所場址內，所有會所使用人士必須行為良好及遵守管理指示。此外，他們亦須依照及遵守負責監管設施的職員所發出的合理指示。
- (b) 如會員攜同來賓進入會所，不可獨自離開會所場址，把來賓留下。
- (c) 如有任何會所使用人士不遵守管理指示或會所職員給與的合理指示，會所經理可要求他們立即離開會所場址。
- (d) 如任何會所使用人士製造噪音、喧嘩、騷擾或有不禮貌或不規矩的行為，或任何其他損害會所利益的行為，會所經理可命令他們立即離開會所場址。
- (e) 會員證不可轉讓他人。違反這項規定的會員將被自動取消會籍不少於六個月的時間。
- (f) 虛報資料以進入會所或使用會所設施的會員將被自動取消會籍不少於六個月的時間。
- (g) 如有牽涉無禮行為、粗言穢語，或損毀或遺失任何會所物件這等違反管理指示的事情，或會所使用人士行為不檢，管理委員會可根據有關香港法例處理案件，包括引用監獄條例。
- (h) 在會所場址內，會所使用人士須隨身攜帶會所指定的身份證明文件，並在會所職員要求時出示有關文件。
- (i) 會所使用人士須在會所場址內穿著整齊。
- (j) 會所使用人士不可在會所內搬動任何物件或把它們移離會所。
- (k) 如會員、其家庭成員或賓客損毀/遺失會所場址內任何部份或會所任何物件，會員須繳付有關的維修/更換費用。
- (l) 不可攜帶任何寵物進入會所場址。
- (m) 不可在會所場址內進行任何形式的賭博(包括撲克牌)。
- (n) 如在娛樂室或其他由會所經理指定的地方打麻將，必須使用籌碼。
- (o) 除指定的地方外，會所場址均不准吸煙。
- (p) 除指定的地方外，不可在會所場址內使用任何音響器材或樂器。
- (q) 會所使用人士不可在會所場址內製造噪音或騷擾，亦不可使用不適當或淫穢言語。
- (r) 會所使用人士不可攜帶食物或飲品進入會所場址。
- (s) 會所僱員及會所餐廳職員嚴禁收取小費，違反此訓令者可能會被革職。任何會所使用人士如向會所僱員或會所餐廳職員提供利益，管理委員會可按照有關的香港法例包括監獄規例處理案件。違者或須負上香港法例第201章防止賄賂條例中的刑事責任。
- (t) 不可亂拋垃圾。
- (u) 除非預先獲得許可，否則不可在會所範圍內進行任何私人教授或派對。

暫停會籍及開除會員

● 暫停會籍

如會員違反本指示的任何規定，為保障會所利益，管理委員會有權暫停會員會籍不多於十二個月的時間，禁止他使用會所設施。委員會亦可自行決定恢復該會員會籍的日期。暫停會員會籍的決定必須由出席會議的成員以多於三分之二的票數才可通過。

● 開除會員

如管理委員會認為任何會員的行為有損會所形象或良好秩序，或管理委員會認為任何會員蓄意違反會所指示，管理委員會可自行決定是否開除該等會員。不過，管理委員會須預先向該等會員發出特別通知，告知有關事件將會於管理委員會中討論，而他們亦可選擇解釋他們的行為或自動退出會所會籍。

● 制訂及修訂指示

署長可視乎需要或基於方便會所經營和管理的緣故，隨時訂立、修訂和/或廢除所有有關的管理指示，並可特別但非只限於更改：

- (a) 會所場址或任何部份的開放和關閉時間。
- (b) 會員享用會所優惠和任何會所設施的資格。
- (c) 訪客進入會所和享用會所優惠的資格。
- (d) 所有會所使用人士在會所場址內進行活動的規則。
- (e) 在會所場址內完全或部份時間禁止進行某種活動。
- (f) 會所使用人士之間的行為和/或與會所職員間的行為。
- (g) 基於特別理由暫停開放會所場址的任何部份。
- (h) 違反管理指示的懲罰。
- (i) 會所管理委員會的會議程序。

責任

- 如有任何人士或會所使用人士在會所場址內發生任何意外或受傷，懲教署、管理委員會、會所、小組委員會及會所職員均無須承擔任何責任。
- 如有任何人士或會所使用人士在會所場址內遺失或損毀任何人士的物件或貴重物品，懲教署、管理委員會、會所、小組委員會及會所職員均無須承擔任何責任。
- 在會所場址內發現的任何物件，必須記錄在『失物登記冊』上及妥善存放。管理委員會可在一個月後決定如何處理該物件。會所經理須把決定的處理方法記錄於『失物登記冊』內。
- 如尋獲失物物主，物主必須於一個月內領回失物。
- 管理委員會及小組委員會的成員或會所職員於執行會所職務期間，均受管理委員會保障，無須就合法情況下引致的任何損失、遺失或支出承擔任何責任。

設施的使用

- 除預先取得會所經理的同意外，所有設施只可作指定用途使用。
- 設施將按照下列情況分為『不受限制』和『限制使用』兩類：
- 不受限制 — 除可能附加的條件外，這類設施的使用將不受限制。
- 限制使用 — 這類設施必須預約使用。
- 設施可能因安全、維修或任何特定理由而暫停使用或限制使用。
- 使用設施的規則詳列於附錄 1A 起的附件內。這些規則須以中英文本張貼出來。
- 綜合禮堂及綜合活動室只限於正式、退休人員或榮譽會員預約使用。
- 娛樂室只限於正式、退休人員或榮譽會員、或其他持有會員證的配偶預約使用。
- 除綜合禮堂、綜合活動室及娛樂室，其他設施均可由所有會員預約使用。
- 當懸掛三號及以上風球或雷暴/暴雨警告時，戶外設施將可能暫停開放。而室內設施將繼續開放，除非受到惡劣天氣之影響及損毀，而須暫停維修。倘若天文台於下午六時前取消雷暴/暴雨警告或除下三號風球，在天氣情況許可下，會所將盡可能於兩小時內恢復戶外設施之服務。然而若天文台於下午六時後取消雷暴/暴雨警告或除下三號風球，會所之戶外設施將整天不予開放。會所之運作亦有可能受到黃雨警告及一號風球的影響，請致電會所查詢詳細情況。
- 會所經理有權要求任何在會所場址內行為不檢，或違反管理指示的會所使用人士離開會所。
- 如會所經理認為任何人士或會所使用人士行為不檢、醉酒或衣衫不整，即有權拒絕該等人士進入會所。
- 管理委員會若經署長批准可隨時預留部份會所設施或整間會所作官方/特別活動之用，而無需預先事前通知。
- 會所設施、停車場、酒吧及會所餐廳專供會所會員、家屬會員及與其有關係的賓客享用。會員必須在場享用其租用之設施。凡未經管理委員會同意及會長批准，任何與本會所會員無關係的外界人士，一律嚴禁使用或享用本會所的設施。

投訴及建議

- 會所使用人士不可因指控會所職員行為不檢、效率不足或其他任何事項而斥責職員。他們應把有關事情交予會所經理處理。
- 如會所使用人士有理由投訴另一名會所使用人士或會所職員的行為，必須以口頭或書面形式向會所經理提出。任何匿名投訴將不獲受理。
- 有關改善會所的建議可向會所經理提出、或把寫下的建議投入設於會所接待處的建議箱內。

桌球室規則

Billiard Room Rules

1. 會員可親身到會所接待處或以電話預訂 7 天內的桌球室，每個會籍同日最多只可預訂 1 節(以單一會員編號計算)。每節為 1 小時，由每小時的正點開始計算。
Individual bookings for use of the Billiard Room can be made 7 days in advance in person or by telephone reservation. Each membership can only make advance booking for a maximum of 1 session for each day. Each session is limited to 1 hour on the hour.
2. 會員須於預訂時間開始至少 15 分鐘前到會所接待處繳付由管理委員會所訂明的費用以確認預訂，否則有關預訂將會被取消。
All bookings must be confirmed by payment, which set by the Management Committee, at least 15 minutes before the booked session, otherwise the booking shall lapse.
3. 有關預訂一經確認後不得更改或轉讓，會員須於進場前到會所接待處出示會員證或職員證。
Once the booking is completed, it cannot be changed or transferred. Members should present Membership Cards at Club Reception before using the facilities.
4. 如已繳付場地費用之會員於租用時間內未有到場，已繳付的費用將不獲退還。
The charges paid for the sessions not taken up will not be refunded.
5. 如會員在 30 天內兩度於沒有取消預訂的情況下未有繳付費用及確認預訂，管理委員會可暫停其預訂資格，為期 3 個月。
Shall any member fail to confirm the booking by payment without cancellation for more than two occasions within any period of 30 consecutive days, the Management Committee will automatically withdraw the privilege of booking of that member for the 3 months.
6. 會員可邀請來賓。惟來賓須在會員陪同下，方可進場。會員須對同行之來賓的行為負責，並確保來賓遵守本會規則。
Members may invite guests. Guests must be accompanied by the members to enter the facilities. Members are responsible for the conduct of their guests.
7. 未滿 16 歲的人士必須在 1 名成人陪同下，才可使用桌球室。
Children under the age of 16 may only play when accompanies by an adult.
8. 在桌球室內，使用人士或旁觀者必須遵守下列規則：-
Players or spectators, shall observe the following rules in the Billiard Room :-
 - (a) 除飲用水外，不准飲食。
No eating or drinking except for water.
 - (b) 將使用後的器材放回原位。
The equipment should be returned to the original position after use.
 - (c) 嚴禁隨意移動桌球室內之器材傢俬，如有損毀、破壞或遺失，使用人士須承擔一切賠償。
Relocation of the equipment inside the Billiard Room is strictly prohibited. Members will be held liable and required to pay full compensation for any damages to the equipment/furniture.
 - (d) 不准賭博。
No gambling is allowed.
9. 除獲管理委員會批准外，桌球室內不可作其他活動用途。
No other activity is allowed in the Billiard Room unless prior approval is obtained from the Management Committee.
10. 除獲管理委員會批准之教練外，其他人士不可在桌球室內進行教練工作。
Only coaches assigned by the Management Committee shall conduct coaching lessons in the Billiard Room.
11. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of the Billiard Room, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

桑拿浴室規則
Sauna Room Rules

1. 使用桑拿浴室須繳付訂明的人場費用。
A set admission fee is required for using the Sauna Room.
2. 最少須於三十分鐘前預訂。
At least 30 minutes advanced booking is required.
3. (a) 女桑拿浴室 - 每次最多可容納 6 人
Female Sauna Room - maximum of 6 persons at any one time
(b) 男桑拿浴室 - 每次最多可容納 6 人
Male Sauna Room - maximum of 6 persons at any one time
4. 未滿十六歲的兒童不可使用桑拿室。
Children under 16 are not allowed to use the Sauna Rooms service.
5. 屬於下列情況的人士不可使用桑拿浴室服務：-
Persons with the following conditions are not allowed to use the Sauna Room service :-
 - (a) 喝了含酒精的飲品
After drinking alcoholic beverage
 - (b) 心臟病
Heart disease
 - (c) 高、低血壓
High or low blood pressure
 - (d) 皮膚病
Skin disease
 - (e) 正接受醫生治療
Under medical treatment.
 - (f) 妊娠期間
During pregnancy
 - (g) 糖尿病
Diabetes
 - (h) 進食過量或劇烈運動後之人仕均不宜使用桑拿浴室
Persons after a heavy meal or strenuous exercise are not suitable to use the Rooms.
6. 桑拿浴室內不可飲食。
Food or beverages are not permitted in the Sauna Rooms.
7. 桑拿浴室內不可穿鞋。
No footwear is permitted in the Sauna Rooms.
8. 使用者進入桑拿浴室前應先淋浴沖身。
All users shall take a shower before entering the Sauna Rooms.
9. 身上塗有護膚品的人士不可使用桑拿浴室。
Persons using any kind of lotions are not allowed to use the Sauna Rooms.
10. 如使用桑拿浴室的人士發生任何意外，會所將不會承擔任何責任。
The Club shall carry no responsibility for any accident caused to Sauna Rooms users.
11. 建議使用桑拿或蒸氣浴室之時間為每次不超過二十分鐘。
Users are advised not to use the facilities more than 20 minutes each time.
12. 嚴禁在桑拿或蒸氣浴室內：
The following actions are prohibited in the Sauna and Steam rooms.
 - × 閱讀報刊及書籍
Reading newspapers and magazines
 - × 穿著鞋履或襪
Wearing shoes, slippers or socks
 - × 美容染髮
Beauty treatment or hair coloring
 - × 烘衣服
Drying clothes
 - × 使用香薰油、按摩油、薄荷油及精鹽等等
Applying aromatic oil, massage oil, menthol oil and sauna salt, etc.
13. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of the Sauna Rooms, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

健身室規則

Gymnasium Room Rules

1. 會員於進場前須到會所接待處繳付由管理委員會所訂明的費用及辦理登記手續，並須出示會員證或職員證。
Members should present Membership Cards and pay the charges set by the Management Committee at Club Reception before using the facilities
2. 除獲管理委員會批准外，健身室不設預訂或作其他活動用途。
No booking of the Gymnasium will be accepted unless prior approval is obtained from the Management Committee.
3. 會員可邀請來賓。惟來賓須在會員陪同下，方可進場。會員須對同行之來賓的行為負責，並確保來賓遵守本會規則。
Members may invite guests. Guests must be accompanied by the members to enter the facilities. Members are responsible for the conduct of their guests.
4. 未滿 16 歲的人士不可進入健身室。
Anyone under the age of 16 is not allowed to access the Gymnasium.
5. 除飲用水，健身室內不准飲食。
No eating or drinking except for water in the Gymnasium.
6. 使用人士必須穿上運動裝及運動鞋，使用後的健身器材應放回原位及嚴禁隨意移動健身室內的健身器械及傢俬。
Sports wears and rubber shoes must be worn when entering the Gymnasium. The equipment should be returned to the original position after use. Relocation of the equipment inside the Billiard Room is strictly prohibited.
7. 除獲管理委員會批准之教練外，其他人士不可在健身室內進行教練工作。
Only coaches assigned by the Management Committee shall conduct coaching lessons in the Gymnasium.
8. 使用人士應小心使用健身器材。任何人士如在健身室內或在使用健身器材時受傷，或財物有遺失或損壞，本會及其當值員工概不負責。
All equipment inside the Gymnasium should be used with care. The Club shall have no liability for any loss, damage or injury suffered by any person in or from the use of the Gymnasium.
9. 所有器材或設施如有損毀、破壞或遺失，使用人士須承擔一切賠償。
Members will be held liable and required to pay full compensation for any damages or losses to the equipment/furniture.
10. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of the Gymnasium, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

閱讀室規則

Reading Room Rules

1. 閱讀室只供會員在內休閒閱讀或進行經管理委員會批准的集體活動。
The Reading Room is for the purpose of leisure reading or group activities approved by the Management Committee.
2. 必須在閱讀室內保持肅靜。
Silences must be maintained in the Reading Room.
3. 閱讀室內放置的報紙、雜誌和書籍為會所的物品。任何人士均不得把它們攜離閱讀室。
Paper, magazines and books placed in the Reading Room are property of the Club. No person shall take any reading material out of the Reading Room.
4. 閱讀室內不准飲食。
Food or beverages are not permitted in Reading Room.
5. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of Reading Room, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities

*不受限制及根據安排

壁球場規則

Squash Court Rules

1. 會員須最少 3 天前親身到會所接待處或以電話預訂 10 天內的壁球場，每個會籍同日最多只可預訂 1 節(以單一會員編號計算)。每節為 1 小時，由每小時的正點開始計算。
Individual bookings should be made at least 3 days in advance in person or by telephone reservation for use of Squash Court within 10 days. Each membership can only make advance booking for a maximum of 1 session for each day. Each session is limited to 1 hour on the hour.
2. 會員須於預訂日期 15 分鐘前到會所接待處繳付由管理委員會所訂明的費用以確認預訂，否則有關預訂將會被取消。
All bookings must be confirmed by payment, which set by the Management Committee, at least 15 minutes before the booked session, otherwise the booking shall lapse.
3. 有關預訂一經確認後不得更改或轉讓，會員須於進場前到會所接待處出示會員證或職員證。
Once the booking is completed, it cannot be changed or transferred. Members should present Membership Cards at Club Reception before using the facilities.
4. 如已繳付場地費用之會員於租用時間內未有到場，已繳付的費用將不獲退還。
The charges paid for the sessions not taken up will not be refunded.
5. 如會員在 30 天內兩度於沒有取消預訂的情況下未有繳付費用及確認預訂，管理委員會可暫停其預訂資格，為期 3 個月。
Shall any member fail to confirm the booking by payment without cancellation for more than two occasions within any period of 30 consecutive days, the Management Committee will automatically withdraw the privilege of booking of that member for the 3 mouths.
6. 會員可邀請來賓。惟來賓須在會員陪同下，方可進場。會員須對同行之來賓的行為負責，並確保來賓遵守本會規則。
Members may invite guests. Guests must be accompanied by the members to enter the facilities. Members are responsible for the conduct of their guests.
7. 未滿 16 歲的人士必須在 1 名成人陪同下，才可使用壁球場。
Children under the age of 16 may only play when accompanied by an adult.
8. 除飲用水，壁球場內不准飲食。
No eating or drinking except for water.
9. 使用人士必須穿上運動裝及不留污痕之軟底運動鞋。
Sports wears and non-staining rubber shoes must be worn when entering the Squash Court.
10. 場內只可使用不褪色的壁球。
Only non-marking squash balls may be used.
11. 除獲管理委員會批准之教練外，其他人士不可在壁球場內進行教練工作。
Only coaches assigned by the Management Committee shall conduct coaching lessons in the Squash Court.
12. 所有設施如有損毀、破壞或遺失，使用人士須承擔一切賠償。
Members will be held liable and required to pay full compensation for any damages or losses to the equipment/furniture.
13. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of the Squash Court, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

乒乓球檯規則

Table Tennis Rules

1. 會員可親身到會所接待處或以電話預訂 7 天內的乒乓球檯，每個會籍同日最多只可預訂 1 節(以單一會員編號計算)。每節為 1 小時，由每小時的正點開始計算。
Individual bookings for use of the Table Tennis can be made seven days in advance in person or by telephone reservation. Each membership can only make advance booking² for a maximum of 1 session for each day. Each session is limited to 1 hour on the hour.
2. 會員須於預訂時間開始至少 15 分鐘前到會所接待處繳付由管理委員會所訂明的費用以確認預訂，否則有關預訂將會被取消。
All bookings must be confirmed by payment, which set by the Management Committee, at least 15 minutes before the booked session, otherwise the booking shall lapse.
3. 有關預訂一經確認後不得更改或轉讓，會員須於進場前到會所接待處出示會員證或職員證。
Once the booking is completed, it cannot be changed or transferred. Members should present Membership Cards at Club Reception before using the facilities.
4. 如已繳付場地費用之會員於租用時間內未有到場，已繳付的費用將不獲退還。
The charges paid for the sessions not taken up will not be refunded.
5. 如會員在 30 天內兩度於沒有取消預訂的情況下未有繳付費用及確認預訂，管理委員會可暫停其預訂資格，為期 3 個月。
Shall any member fail to confirm the booking by payment without cancellation for more than two occasions within any period of 30 consecutive days, the Management Committee will automatically withdraw the privilege of booking of that member for the 3 mouths.
6. 會員可邀請來賓。惟來賓須在會員陪同下，方可進場。會員須對同行之來賓的行為負責，並確保來賓遵守本會規則。
Members may invite guests. Guests must be accompanied by the members to enter the facilities. Members are responsible for the conduct of their guests.
7. 未滿 16 歲的人士必須在 1 名成人陪同下，才可使用壁球場。
Children under the age of 16 may only play when accompanies by an adult.
8. 除飲用水，壁球場內不准飲食。
No eating or drinking except for water.
9. 除獲管理委員會批准之教練外，其他人士不可在場內進行教練工作。
Only coaches assigned by the Management Committee shall conduct coaching lessons in the Squash Court.
10. 所有設施如有損毀、破壞或遺失，使用人士須承擔一切賠償。
Members will be held liable and required to pay full compensation for any damages or losses to the equipment/furniture.
11. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of Table Tennis, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

綜合活動室規則

Multi-purpose Activity Room Rules

目的：

綜合活動室(以下簡稱為‘活動室’)是為懲教署職員的福利及促進職員之間的社交活動而設，並非牟利。有關收益將用於職員福利用途上，並完全取決於懲教署職員會所的管理委員會(以下簡稱為‘管委會’)。管委會主席、會所經理及管委會對活動室的職權將會在下文分註釋。

Purpose:

The construction of the Multi-purpose Activity Room (hereinafter called the ‘Room’) is for the benefit and the promotion of social activities of the staff members of Correctional Services Department. It is not for the purpose of profit making. The proceeds generated are used for staff welfare purpose at the sole discretion of the Management Committee of the Correctional Services Department Staff Club (hereinafter called the ‘Committee’). The Chairman of the Committee, the Manager of the Club and the Committee shall hereinafter be construed accordingly.

1. 活動室是供給會員、其家屬及其親屬作以下用途：

The Room is used for the following purposes for the member of the Club and their family members and relatives:

- (a) 有關音樂教授與練習；
coaching and practicing of musical training sessions on musical performance;
- (b) 有關舞蹈教授與練習；
coaching and practicing of dance performance;
- (c) 非牟利性質及非商業用途的電影放映與音樂欣賞會；
film show and musical appreciation for non-profit making purpose nor in the nature of business adventure;
- (d) 已獲管委會主席批准的其他活動。
other activities subject to the prior approval of the Chairman.

2. 管委會主席有權拒絕任何申請而不作任何解釋。

The Chairman has all the rights to decline the request for the use of the Room without stating the reason or reasons.

3. 已獲管委會批准的既定節目可依次序使用活動室。

The use of the Room is subject to the priority to be given to the scheduled usage approved by the Committee.

4. 申請人必須是年滿 18 歲的會員或懲教署職員。

The applicant must be a member of the Club and over the age of 18.

5. 申請人必須於使用活動室前一個月，經會所經理向管委會主席遞交已列明用途及時段的申請表及指定的費用。

The applicant must state clearly the purpose and duration in the application form which shall be submitted to the Chairman 1 month in advance via the Manager of the Club together with the appropriate fee.

6. 倘若申請不獲批准，申請人可透過會所經理取回已繳交的款項，但不會有利息。

If the application is declined or disapproved, the applicant shall obtain the refund without interest from the Manager.

7. 申請人須對所有使用活動室的人士(使用者)所作的行為負責，使用者必須行為檢點並不得發出過大之聲浪，以免對其他會員造成滋擾。

The applicant is and shall be personally responsible for the behavior of all the persons using the Room. Users must behave in proper manner and keep the noise volume to reasonable level and not to disturb other users of the Club.

8. 申請人須對已獲批准使用活動室的用途負上個人責任及任何因該次使用活動室所引致的民事或刑事責任。

The applicant is personally responsible for the approved usage of the Room and shall be responsible for any civil and criminal liabilities whatsoever arising for the use of the Room.

9. 申請人必須小心使用活動室內的器材及設備；確保不會造成任何損壞或不適當運用或任何加速設施折舊的行為。

The applicant must exercise the utmost care to ensure the equipment and fittings are not damaged or misused or in any manner reduced the serviceable life expectancy.

10. 如發現活動室內的設備及器材因不適當使用而構成任何損壞，申請人須負責支付所有有關的維修 / 更換費用。

The applicant is responsible to indemnify and to repay the loss and other necessary fee to the Club for the misuse of the Room.

11. 會所不會對任何使用者因使用活動室所造成的損失或損傷負上任何責任。

The Club shall not be liable for any loss or personal injuries whatsoever incurred by the users of the Room.

12. 在發現任何不適當地運用活動室的情況下，會所經理及其助理有權立刻禁止使用者繼續使用活動室；在此等情況下，已繳作場租之款項將不會獲得退還，申請人並須向會所賠償就上述事件而引致的一切損失。

The Club Manager and his/her deputy has the right to stop the users to use and to continue the use of the Room if any abuse or misuse is discovered. Under such circumstances, the applicant will not be refunded and is required to indemnify the Club for all the losses and other necessary fee incurred for whatsoever reason or reasons.

13. 活動室只可容納 30 人。

The Room shall only be used for not more than 30 persons.

14. 活動室使用守則可隨時修訂，而毋須事前通知。

The way of interpretation of the Rules is rested on the Chairman of the Committee.

15. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。

In addition to the above rules of the Room, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

附錄 1H

綜合禮堂規則 **Function Hall Rules**

1. 會員可於一個月前預訂綜合禮堂。租用者須於預訂時繳付由管理委員會所訂定的費用。
Booking of the Function Hall may be made upon application to the Management Committee 1 month in advance subject to a payment of a rental charge, if approved, by the Management Committee.
2. 只享享用由會所提供的食物和飲品。
Only food and beverages provided by the Club can be consumed in the Function Hall.
3. 使用綜合禮堂必須遵照所租用的時間。
The use of the Function Hall must adhere to the allotted time.
4. 所有設施如有損毀、破壞或遺失，使用人士須承擔一切賠償。
Members will be held liable and required to pay full compensation for any damages or losses to the equipment/furniture.
5. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。

In addition to the above rules of the Function Hall, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

咖啡室規則

Coffee Shop Rules

1. 光顧咖啡室的人士必須穿著整齊。
Coffee Shop users should dress decently.
2. 酒類飲品將不會供應給未滿十八歲的人士。
Alcoholic drinks will not be served to persons under 18.
3. 於會所其他地方內可以安排臨時小食及酒吧服務作私人/特別活動。申請須於最少七天前向會所經理提出。
Temporary snack bar and bar facilities may be arranged in other areas of the Club premises for private / special functions. Applications should be made to the Club Manager at least 7 days in advance.
4. 如對食物或服務水準有任何不滿，可向會所經理投訴。
Complaints regarding the standard of food or service should be made to the Club Manager.
5. 不准攜帶任何食物或飲品進入會所。
No food or beverages may be brought into the Club.
6. 選擇電視線路是按照『先到先得』的原則。剛前來的人士必須遵隨正在收看電視人士的選擇，及不可在未取得他們的同意下，隨意更改線路。
The choice of TV channel shall be determined on a “first come” basis. Viewers must observe the choice of channel selected by those already viewing and shall not attempt to change the channel without their consent.
7. 電視機的聲浪需設在一個合理的水平。
The sound volume of TV set should be set at an acceptable level.
8. 不可隨意觸動電視機。觀看人士如希望調校聲浪或選擇線路，可通知會所職員。
Interference with the TV set is not permitted. Viewers shall inform the Club staff if they want to adjust the sound volume or selecting channels.

*不受限制及根據安排

兒童遊戲室規則

Children's Play Room Rules

1. 兒童遊戲室最多可容納十人。
The Children's Play Room can accommodate a maximum of 10 persons.
2. 兒童遊戲室只供會員的子女使用，年齡必須少於八歲及身高不可超過會所訂明的標準。
The Room is only for members' children under 8 and below the height limit set by the Club.
3. 在任何時候，使用遊戲室的兒童必須由一名成人監管。
Children using the Play Room must be supervised by an adult at all times.
4. 成人必須親自負責兒童在遊戲室的安全。
Adults are personally responsible for the safety of their children in the Room.
5. 除飲用水，兒童遊戲室內不准飲食。
No eating or drinking except for water in the Children's Play Room.
6. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of the Children's Play Room, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*不受限制及根據安排

娛樂室規則

Entertainment Room Rules

1. 會員可親身到會所接待處或以電話預訂 7 天內的娛樂室，每個會籍同日最多只可預訂兩張麻將檯(以單一會員編號計算)。
Individual bookings for use of the Entertainment Room can be made seven days in advance in person or by telephone reservation. Each membership can only make advance booking for a maximum of 2 tables for each day.
2. 會員須於預訂時間開始至少 15 分鐘前到會所接待處繳付由管理委員會所訂明的費用以確認預訂，否則有關預訂將會被取消。
All bookings must be confirmed by payment, which set by the Management Committee, at least 15 minutes before the booked session, otherwise the booking shall lapse.
3. 有關預訂一經確認後不得更改或轉讓，會員須於進場前到會所接待處出示會員證或職員證。
Once the booking is completed, it cannot be changed or transferred. Members should present Membership Cards at Club Reception before using the facilities.
4. 如已繳付場地費用之會員於租用時間內未有到場，已繳付的費用將不獲退還。
The charges paid for the table(s) not taken up will not be refunded.
5. 如會員在 30 天內兩度於沒有取消預訂的情況下未有繳付費用及確認預訂，管理委員會可暫停其預訂資格，為期 3 個月。
Shall any member fail to confirm the booking by payment without cancellation for more than two occasions within any period of 30 consecutive days, the Management Committee will automatically withdraw the privilege of booking of that member for the 3 months.
6. 會員可邀請來賓。惟來賓須在會員陪同下，方可進場。會員須對同行之來賓的行為負責，並確保來賓遵守本會規則。
Members may invite guests. Guests must be accompanied by the members to enter the facilities. Members are responsible for the conduct of their guests.
7. 未滿 18 歲的人士不准預訂或進入娛樂室。
Anyone under the age of 18 is not allowed to reserve or access the Entertainment Room.
8. 娛樂室內只可享用由會所提供的食物和飲品。
Only food and beverage from the Club can be consumed in the Entertainment Room.
9. 娛樂室只可作麻將耍樂用途，並禁止進行任何涉及金錢交易活動。
Any kinds of activities involving money transaction are prohibited in the Entertainment Room.
10. 所有設施如有損毀、破壞或遺失，使用人士須承擔一切賠償。
Members will be held liable and required to pay full compensation for any damages or losses to the equipment/furniture.
11. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of Entertainment Room, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*限制使用及根據安排

燒烤場規則

Barbeque Area Rules

1. 使用燒烤場的會員必須遵守下列規則：-
 - (a) 申請人必須為本會會員。請於提交申請表格前以電話查詢場地租用情況，並於最少一星期前交回申請表及繳付費用，否則預約將作廢。
Applicant must be Club Members. Please check the availability of venue by phone before submitting the application form. The form and rental fee must be returned and paid at least one week in advance; otherwise the reservation would be voided.
 - (b) 燒烤場開放時間為星期五、六、日及公眾假期，中午 12 時至晚上 9 時 30 分。
The Barbeque Area Opening Hour: Fridays, Saturdays, Sundays and public holidays from 1200 to 2130 hours.
 - (c) 繳費後，場地租用方可作實，已繳費用，概不退還。
The above facility can be used only if rental fee has been collected. In any cases all payment are not refundable.
 - (d) 申請人在租用期間必須保證所有設施和設備完整無缺，如有損毀，須照價賠償。
Applicant should take responsibility on all equipment if there is any damage.
 - (e) 申請人須對個人及其餘已獲批准使用之人士的安全及行為負責。
Applicant and any other users should be responsible for their own behaviors and safety.
 - (f) 租用人士請小心火種及盡量將聲量降低，以免影響他人。
Applicant should beware of fire and do not make too much noise.
2. 本會有權隨時關閉燒烤場作部門活動之用。
The Club has the authority to close down the Barbeque Area for departmental functions at any time.
3. 如租用時段開始後 1 小時或以上燒烤場因惡劣天氣(黃色、紅色、黑色暴雨警告及三號或以上颱風懸掛時) 而關閉，所有費用一概不會發還，本會亦不會重新安排燒烤時段。
If there is a need to close down the Barbeque Area due to bad weather (Amber Rainstorm Warning or Typhoon Signal No.3 or above is hoisted) during use for 1 hour or above, all payments are not refundable and not arrange another date for replacement.
4. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of Barbeque Area, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.
5. 本會有權隨時關閉燒烤場作部門活動之用。
The Club has the authority to close down the Barbeque Area for departmental functions at any time.
6. 如有任何爭議，本會保留最終決定權。
In case of any disputes, the Club reserves the right of final decision.

*限制使用及根據安排

優惠購物組規則

Bargain Purchase Unit Rules

1. 優惠購物組只接受會員及其家屬以現金方式購物，賒賬恕不接受。
The Bargain Purchase Unit only accepts cash purchase from CSD Staff Club members and their families. Credit purchase is not acceptable.
2. 優惠購物組只在訂貨被確認及收妥款項後，方向供應商發出訂貨通知。
Unless receiving the confirmation of order with full payment, no purchase order will be issued to the suppliers.
3. 所有已出售之貨物，除在收貨時已發覺損壞，否則一概恕不退換。
Unless the sold item is found damaged upon delivery, no refund will be available.
4. 優惠購物組的營業時間由管委會決定。
The Bargain Purchase Unit shall be open for business on such days and at such times as determined by the Management Committee.
5. 優惠購物組守則可能隨時修訂，而不作另行通知。
These Rules are subject to change without prior notice.
6. 除上述使用規則外，任何人士亦應遵照會所的全部規條。如任何人士行為不檢或不遵守會所規條，會所有權拒絕他們使用相關設施。
In addition to the above rules of Bargain Purchase Unit, members shall comply with all club regulations. If any person misbehaves or fails to comply the Club's rules, the Club shall reserves the right to refuse them to use the facilities.

*不受限制及根據安排

釋義

- “會所” (the Club)指懲教署職員會所。
- “部門” (the Department)指懲教署。
- “署長” (Commissioner)指懲教署署長。
- “會長” (the President)指懲教署署長。
- “會員” (member)或“會所會員” (member of the Club)指根據本指示或其中修改部份而獲接納為會所會員的各類別會員。
- “會所使用人士” (Club user)指會員、其家庭成員或賓客。
- “會員證” (membership card)指由會所發出的會員證。
- “委員會” (the Committee)指現時的會所管理委員會。
- “會所場址” (the Club premises)指會所座落、佔用、管理或擁有的所有地方，或延伸至會所的地方，包括停車場、優惠購物組、酒吧及位於會所毗鄰可供會員使用的餐廳。
- “書面形式” (in writing)指書寫、用打字機打字，或打印或部份書寫，或部份打字機打字及部份打印。
- “指示” (instructions)指懲教署職員會所的管理指示。
- 所有單數字詞包含眾數字詞的意思，而所有眾數字詞亦包含單數字詞的意思。
- 除本指示另有所指外，帶有男性意思的字詞包括了女性在內。反之，帶有女性意思的字詞亦包括男性在內。
- 委員會決定的約束效力，所有沒有在本指示內特別訂明的事項或在釋義方面出現的問題，均應交由管理委員會決定，經會長核實後的裁決屬最終決定。