

Hong Kong Baptist University
School of Continuing Education
Shek Mun Campus
Rates of Using Venues/Facilities – 2023/2024 (External)

		Rental Rate at Shek Mun Campus (2023/2024)
		External Rate (HK\$)
I. Venue		
1	Meeting/Conference Room/Podium Activities Room - 19 seats and below	470/hour
	- 20 to 50 seats	700/hour
2	Classroom	
	- 35 seats and below	375/hour (Rate A); 475/hour (Rate B)
	- 36 to 60 seats	485/hour (Rate A); 640/hour (Rate B)
	- 61 to 80 seats	620/hour (Rate A); 785/hour (Rate B)
3	Lecture Theatre	1,560/ hour
4	Multi-function Room (Rm 1103)	965/hour (Rate A); 1,250/hour (Rate B)
5	Interactive Commons (5/F)	965/hour (Rate A); 1,250/hour (Rate B)
6	Multi-media Laboratory (incl. iMac Laboratory)	700/hour (Rate A); 930/hour (Rate B)
7	Various Specialized Laboratories	1,930/hour
8	Auditorium	3,010/hour
9	Exhibition Gallery	3,525/day
10	VIP Lounge	685/hour
11	Backstage Changing Rooms	505/hour
12	Sky Garden	Whole Area: 11,900/day; 1,480/hour
13	Landscape Roof Podium	Whole Area: 11,900/day; 1,480/hour
II. Facility and Equipment		<i><The below is applicable when requested quantity is beyond standard provision></i>
1	60" LCD TV plus one of the following (i) Notebook Computer; or (ii) Blu-ray DVD Player	153/hour
2	Notebook Computer	82/hour
3	Additional microphone	31/hour
4	Mobile Display Whiteboard	51/hour
5	Folding Table	31/hour
6	Flip Chart (without paper)	31/hour
7	Flip Chart Paper	153/pack
8	Portable PA System (1 speaker and 1 wireless mic)	245/day
9	Exhibition Complex	123/day
10	Table Cloth	82/day
11	Riser	153/day
12	Sofa Set + Coffee Table	153/day
13	Piano <for Auditorium only>	735/day

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III. Sports Facilities	
1 Swimming Pool (per lane)	1,330/hour
2 Gymnasium	1,910/hour
3 Dance Room	945/hour
4 Fitness Room	1,520/hour
IV. Additional Manpower	
1 Laboratory Assistant (IT)	90/hour
2 Laboratory Technician/Demonstrator	200/hour
3 Security Guard (Extra)	1,100 (for 12 hours) / 850 (for 8 hours) and 100/additional hour
4 Cleaning Staff (Extra)	80/hour <min. 4 hours>
5 Attendant	90/hour
6 Part-time Lifeguard	85/hour – 105/hour
V. Miscellaneous and Service Charges	
1 Shuttlecock	78/packet of 12 48/packet of 6
2 Photocopying (A3/A4)	1/copy
3 Setup/dismantle of Plastic Floor Cover for Gymnasium	4,000/job
4 Setup of Additional Furniture or Equipment	200/job
5 Air-conditioning & Ventilation Charges <for booking beyond Campus Operation Hour>	730/hour

^ Remarks:

- Part-time Lifeguard : higher hourly rate will be charged during swimming seasons from April to November.
- Shuttlecock : the list price of shuttlecock will be subject to market price at the time of purchase and adjusted without prior notice.

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Notes :

1. A gymnasium can be set up with
 - 1 basketball court; or
 - 1 volleyball court; or
 - 1 tchoukball court; or
 - up to 4 badminton courts; or
 - up to 4 rouliqiu (opposing only) courts; or
 - up to 8 table tennis courts
2. A minimum charge of 2 hours applies to booking of venues/facilities by external users.
3. A minimum charge of 4 hours applies to booking outside campus operation hours.
4. "Rate A vs. Rate B"

	Monday to Friday	Saturday	Sunday & Public Holiday
Rate A	08:00 to 18:00	08:00 to 13:00	--
Rate B	18:00 to 22:00	13:00 to 18:00	09:00 to 18:00

5. Standard provision of furniture and equipment is available in all venues.
6. a) Manpower charges for basic support are incorporated into the facility charges of the booking time within normal operation hours and apply to whole booking period;
 b) Manpower charges apply to the booking time beyond normal operation hours; part of an hour used is counted as a full hour. A minimum charge of 4 hours for manpower applies to the booking outside campus operation hours.
7. Laboratory Technician/Demonstrator and material charges apply to laboratory preparation work in advance of venue booking time, if required. The charges are formulated based on the actual man hours and materials consumed as reported by responsible Laboratory Technician/Demonstrator.
8. The hiring of a Laboratory Assistant is required for booking Multi-media Laboratory, Auditorium and other venues requiring IT/AV support. The minimum hiring period is 2 hours and the hiring time has to include the whole booking period plus an extra half-hour.
9. A manpower charge for 2 part-time lifeguards applies to booking of swimming pool outside normal operation hours. For booking of 5 hours or more, an extra manpower charge for one additional lifeguard applies.
10. Extra air-conditioning and ventilation charges apply to any booking beyond campus operation hours; part of an hour consumed will be counted as a full hour.
11. The booking of sports facilities for non-sports functions is subject to manpower charges. Additional venue and setup charges also apply.
12. The booking of Specialized Laboratories and iMac Laboratory should be made for the activity in collaboration with SCE / CIE programmes.
13. A 20% discount on the Basic Charge is offered to non-profit organisations. Charges to HKBU departments/offices is calculated at 50% of the "Rate B".
14. Individual use of sports facilities is governed by the "Regulations Governing the Use of Sports Facilities" of HKBU SMC.