



香港女童軍總會天水圍何超瓊活動中心
THE HONG KONG GIRL GUIDES ASSOCIATION
TIN SHUI WAI PANSY HO ACTIVITY CENTRE

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Rule For Tin Shui Wai Pansy Ho Activity Centre Users

1. 1.1 The Guide Law is the first rule. Appendix 1
- 1.2 Hygiene and Safety Measures at Headquarters / Centers / Campsites. Appendix 2
- 1.3 Guidance in handling CCTV cameras Appendix 3
2. The person-in-charge shall not sublet venue to other persons or units
3. The Centre opens from Tuesday to Sunday: 9:00 am to 6:30 pm, closes on every Monday and Public Holidays.
4. The person-in-charge should present the Entry Permit to the Security Guard /Caretaker upon arrival. The Security Guard / Caretaker may request the person-in-charge to show his / her Identity Card for identification.
5. Users should carry out their activities only in the rooms allocated.
6. Equipment not reserved beforehand may not be available. Rental fees will be charged for additional supply of equipment.
7. Shall not exceed the maximum capacity of the venues.
8. Gambling, illegal activities, eating or drinking alcohol beverages are strictly prohibited
9. Do not distribute or sell any tickets or receive any payments in the premises without written approval from the Association.
10. No foul languages and shouting.
11. Do not put up posters or signs inside or outside the premises. Advertising or promotional activities must be approved with a written approval from the Association.
12. Do not stick or hammer on walls, doors or pillars. Please use the notice board.
13. Do not remove or take away any furniture or equipment within the premises without approval. Equipment should be placed at their original places after use.
14. For assistance during office hour, please contact our staffs at the reception.
15. Doors will be locked within 15 minutes after use. To extend the booking period, please confirm that the venue is not reserved for other users and signed on the booking sheet for the staffs to verify.
16. Please study the operation procedures carefully before using any equipment. Please contact our staff at once if the borrowed items have been damaged. Users have to make financial compensation for any damage caused.
17. The Association will not in any way be responsible for injury, loss of or damage to properties sustained by the users.
18. All accidents or incidents of loss and damage during the activities must be reported to the staff.
19. Please keep the building clean. No spitting, littering in the Centre and drawing on the walls.
20. Save energy. Please turn off all lightings and air conditioners when leaving.
21. Do not smoke, set up fire, light candles or any inflammable substances within the premises. Do not bring any inflammable substances into the Centre.
22. No parking spaces are provided.
23. For bad weather arrangement users should refer to Extreme Weather Condition Arrangement on the Centre's website
24. The cut-off time for the weather report issued by the Hong Kong Observatory is 7:00am for morning sessions and 12:00pm for afternoon sessions.
25. The Association reserves the right to cancel any booking without giving any reason at any time prior to the date of booking. All fees paid are fully refundable.
26. If the users should fail to comply, in any respect, the provisions of these Terms and Conditions, the Association may terminate all activities and request the users to leave the premises immediately without refund.
27. If the user fails to obey or abide by, in any respect, the provisions of these Terms and Conditions, the Centre may terminate the membership of the user.
28. For security reasons, the Centre has set up a closed-circuit television system. Only authorized persons are able to watch the display monitor and footages, and these footages will be deleted regularly.
29. For complaints or suggestions, please write to the Tin Shui Wai Pansy Ho Activity Centre.
30. The Association reserves the right to alter/amend any rules as stated herein.

Appendix 1 The Guide Law is the first rule

As a Guide

1. I will be reliable, honest and trustworthy
2. I will use my resources wisely and help others
3. I will be true to myself and respect the opinion of others
4. I will face challenges and learn from my experiences
5. I will care for nature and all living things
6. I will be friendly and a sister to all Guides

As a Brownie

1. I will care for my home, my community and myself
2. I will do a Good Turn every day

Appendix 2 Hygiene and Safety Measures at Headquarters / Centers / Campsites.

Hygienic measures enacted by the Association:

1. Doors and windows are opened during cleaning works.
2. Wash/wipe places and utilities with diluted bleach (mixing 1 part of bleach with 99 parts of water).
3. Sterilized mat at the entrance is disinfected daily.
4. When cleaning places contaminated with vomits, staff is required to wear facemask and gloves. Vomits are wrapped with plastic bags before disposal.
5. Toilets are cleaned two times a day as scheduled. Flushing devices are checked to ensure their proper functioning and liquid soaps and toilet paper/wrapping paper are provided.
6. Refuse bins with lids are emptied daily.
7. Sterilized microphones with covers are provided.
8. Staff who shows symptoms of respiratory tract infections or infectious diseases is required to be off duty immediately.

Hygienic measures for users:

1. If the instructor / person-in-charge notice participants/campers not feeling well before the activity begins, they should advise them to take a rest at home.
2. If the instructor / person-in-charge notice participants not feeling well during the activity, they should advise them to terminate the activity.
3. Maintain good personal hygiene:
 - 3.1 Cover nose and mouth while coughing or sneezing.
 - 3.2 Respiratory tract secretions (e.g. saliva, spit or vomits etc) should be disposed in plastic bags.
 - 3.3 Wash your hands with soap immediately if contaminated with respiratory tract secretions.
 - 3.4 Flush the toilet with the lid closed and washes hands immediately.
4. Use public chopsticks when sharing meals with other persons.
5. Bring along insect repellent if necessary.

Safety measures:

1. Centre staffs have received basic first-aid training. The first-aid kit is provided in center for the treatment of slight injuries only.
2. If any participants are involved in accidents or suffer from severe illness, please contact the staff to call for ambulances.
3. If incidents of fighting or theft, please inform the staff to contact the police for assistance. Person in-charge / Instructor must ensure campers / participants do not leave the venue until the police arrive.
4. To prevent fire and keep a good air quality, smoking is prohibited in the enclosed areas of the headquarters, centers and campsites.
5. Adults must be present while cooking in the kitchen. Do not left fire unattended.
6. In case of fire or when the fire alarm rings, instructor / person-in-charge should gather all participants and evacuate to a safe open space by using stairs (e.g. the main entrance). He / She should report to the staff whether all participants are present or not. Activities only continue after the proclamation of firemen.

Appendix 3 Guidance in handling CCTV cameras

1. The Centre is responsible in setting up and managing the CCTV cameras. The CCTV cameras are for security purposes and monitoring the safety of users.
2. Users should be explicitly informed that they are the subject's to CCTV surveillance. The Centre has put up notices at the entrance to the monitored area and affixed further notices inside the area as reinforcement.
3. The recorded images captured by the CCTV installed for security purpose would be securely deleted after 6 months if no incident of security concern is discovered or reported.
4. The Centre is responsible in keeping the hard disk of footage safely. Only authorized persons are allowed to view or copy the footages when necessary.
5. All requests for footage viewing or copying require vetting and approval by the Chief Executive. Viewing or copying of the CCTV footages are to be arranged at designated locations.