

Hong Kong Baptist Theological Seminary

Use of Centre Facilities Terms & Regulations

Lay Theological Education Centre (Mongkok)

Address: 10/F., Chung Kiu Commercial Building, 47-51 Shan Tung Street, Mongkok, Kowloon.

Contact Telephone No.: 2715 9511 Fax No.:2761 0868 Web Site:www.hkbts.edu.hk

Note to Applicants

1. Our Centre space and facilities will be made available primarily to Christian churches and organizations.
2. Applicant should complete the application form stamped with the organization chop. First time applicant is required to submit the organization's Certificate of Incorporation with the application form.
3. Agendas of the meetings, promotion leaflets, program brochures should be submitted together with the application form for our consideration and approval.
4. Applicant should submit the completed application form together with the application fee of \$100 (by cheque or bank-in slip for the fee into our Hang Seng Bank Account:787-471713-883) three (3) months at most and one (1) month at least prior to the proposed period of usage. Application in less than one (1) month or instant booking will not be accepted.
5. Application can be submitted in person to our Centre.
6. Payment method:
 - a. By crossed cheque payable to "Hong Kong Baptist Theological Seminary".
 - b. For deposit into our Hang Seng Bank Account: 787-471713-883, please write down the name of your institution and application no., if applicable, on the pay-in slip and mail to: Campus Service Office, Hong Kong Baptist Theological Seminary, 1 Nin Ming Road, Sai O, Sai Kung (North), N. T.
7. The Seminary will notify the applicant in writing the result of the application with a designated date for full payment within one (1) week upon the receipt of the application form and the application fee. The Seminary reserves the right to decline any application without providing explanation. The application fee will not be refunded.
8. Confirmation of the venue booking will be made only when the fees and charges are settled according to the designated schedule. The application will be void automatically and the application fee will not be refunded if the applicant fails to honor on-time payment.
9. After confirmation of booking and if the applicant notifies the Seminary in writing of the booking cancellation 2 weeks prior to the initial intended using date, 50% refund will be made to the applicant.
If the notification is made less than 2 weeks prior to the intended usage date, the applicant will not be refunded.
10. The Seminary reserves the right to amend the terms and regulations and to adjust charges without prior notice.

Note to Users of the Venue

1. Since the Centre caters for quiet activities like academic seminars and conferences, users are requested to be considerate and to avoid disturbing others.
2. Keep the Centre clean. No eating, drinking or smoking is allowed inside the classrooms and the Centre.
3. Users are requested to check if all the facilities for use are in good order, and to notify the Centre's staff at once of any problem. Please use the venue and the facilities with care. We reserve the right to demand payment for repairs if any damages are caused by the users.
4. Take care of your personal belongings. The Centre will not provide any display or storage space and we will not be responsible for any loss or damage of personal belongings.
5. Use of the venue or facilities will not be permitted without prior approval from the Centre administration.
6. AV equipment of VCD and DVD display functions is available in most of the classrooms.
7. The venue at the Centre will be opened 15 minutes before the meeting.
8. Use of venue that goes 15 minutes beyond the time reserved is counted as 1 hour.

Venue Rental Fees

Venue	Maximum Room Capacity	Facilities provided	Hourly Rate			
			1 hour	2-Hour Session	3-Hour Session	4-Hour Session
Classroom (1)	32	Whiteboard, tables, chairs, microphone, AV player and LCD projector (includes screen)	\$320	\$288	\$272	\$256
Classroom (2)	31	Whiteboard, tablet chairs, microphone, AV player and LCD projector (includes screen)				
Classroom (3)	30	Whiteboard, tablet chairs, microphone, AV player, LCD projector (includes screen) and				
Lecture Hall	70	upright piano	\$495	\$446	\$420	\$396

Typhoon Information

1. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 6:00am, the Centre will be closed in the morning. The applicant may choose to postpone the meeting or cancel the booking. In case of cancellation, the deposit will be refunded.
2. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 12 noon, the Centre will be closed in the afternoon. The applicant may choose to postpone the meeting or cancel the booking. In case of cancellation, the deposit will be refunded.
3. If typhoon signal no. 8 or above, or black rainstorm warning is still in force at 3:00pm, the Centre will be closed in the evening. The applicant may choose to postpone the meeting or cancel the booking. In case of cancellation, the deposit will be refunded.
4. In case the above signal is hoisted during the meeting period, the Seminary reserves the right to handle the situation as deemed appropriate.

