

Hong Kong Baptist Theological Seminary

Use of Sai O Campus Terms & Regulations

Location/ Mailing Address: 1 Nin Ming Road, Sai O, Sai Kung (North), N.T., Hong Kong.

Main Line : 2715-9511 /Campus Services Office: 2768-5133

Email Address: inquiry@hkbts.edu.hk

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Preface

The Hong Kong Baptist Theological Seminary shares our God-sent campus by providing the venue and the facilities to Christian churches and organizations for retreats, worships, seminars and conferences. To enable us to serve better, we have devised the following terms and regulations.

Application Guidelines

1. Our venue space and facilities will be made available primarily for Christian churches and organizations.
2. Our venue and facilities cater mainly for indoor quiet activities.
3. All the activities should take place in the designated venue and within the scheduled period; i.e. from 9am – 5pm only.
4. Application Method:
The Seminary will consider each application regarding the purpose, contents and nature of the gathering or activities. Applications are considered according to the priority listed below:
 - 1st Activities organized for the whole church,
 - 2nd Activities organized for church leaders,
 - 3rd Activities organized for training/fellowship units.
 - a. Applications must be submitted 3 to 9 months prior to the proposed activity date. We do not accept applications that are over 9 months prior to the activity date.
 - b. Each application must comprise a group of at least 10 people.
 - c. Applicant should complete the application form and send it together with an application fee of \$100 by mail, by email or in person to our Campus Services Office.
 - d. Applicant will receive by mail the Seminary's invoice and note of application acceptance. Applicant should settle payment in full according to the invoice before the due date. Upon payment, the applicant will receive the Seminary's payment receipt.
 - e. Failure to honor on-time payment will result in automatic cancellation of the application by the Seminary.
 - f. Program should be submitted 1 month prior to the activity date for final confirmation. Failure to do so may result in unsuccessful application. The payment made will not be refunded in this case.
5. Check-in Guideline:
 - a. The applicant or program leader should present the Venue Booking Confirmation Letter to the Campus Service Office for admission on the activity day.
 - b. The applicant or tour leader must be over 21 years old and must accompany the group at our campus throughout their stay.
6. Postponement/Cancellation of application:
 - a. The Seminary reserves the right to cancel any booking without providing explanation.
 - b. After confirmation of an application, if the applicant chooses to cancel the booking, a written notice should be sent to the Campus Services Office. The Seminary will charge 50% of the total fee upon notice of cancellation that is submitted to the office at least 1 month prior to the activity date, or 100% for notification of less than 1 month prior to the activity date.
 - c. Applications for postponement of activity must be submitted to the Campus Service Office in writing 1 month prior to the original activity date. This service is free of charge but is only good for one time per application. The rescheduling is limited to a period of 6 months within the original date set for the activity.

Payment Guidelines

1. \$100 application fee (by cheque or bank in slip) should be sent together with the application form. The application fee is non-refundable.
2. Applicant should settle the payment after receiving the confirmation letter and invoice from the Campus Service Office.

Payment Methods:

- a. Send a crossed check payable to “Hong Kong Baptist Theological Seminary” by mail, by email or in person to our Campus Services Office.
- b. Bank in **Hang Seng Bank A/C No.: 787-471713-883**, and the pay-in slip (with order no., if applicable) then by e-mail: inquiry@hkbts.edu.hk, or fax no. **2630-1363**, or send mail to Campus Service Office.
3. The Seminary reserves the right for all changes and charges without prior notice.

Venue Regulations

1. The designated leader of the group/organization should ensure good order of their members. Be considerate. Avoid disturbing others especially our faculty and students by keeping your voice down at all times, whether indoor or outdoor.
2. If any facilities are damaged because of carelessness, the Seminary will hold the group/organization responsible for compensation.
3. Participants must wear name tags at all times inside the campus.
4. Smoking, alcohol, pornographic literature and posting of political slogans or any kind of advertising notices or objects are strictly prohibited on campus.
5. No pets are allowed inside the campus.
6. No damage of plantation.
7. No reshuffling of furniture or facilities is allowed, except with prior permission from the Campus Service Office. Users are required to revert the furniture to their original places after use. If any group/organization does not clean up and return the furniture to original places before leaving the venue, the group/organization will be fined for a sum of \$500 per item.
8. No cycling, volleyball or soccer games are allowed in the open area of the campus.
9. Keep the venues clean. No eating and drinking are allowed inside the classrooms or the Chapel.
10. No candle lighting is allowed inside the campus.
11. Take care of your personal belongings. The Campus Service Office is not responsible for any loss or damage.
12. Participants are only allowed to use the places or facilities designated by the Campus Service Office.
13. Entry into the offices or internal areas of the Seminary, Faculty & Staff Quarters, and the Students Quarters is not allowed.
14. The Library is currently open for our faculty, staff, students, and alumni and authorized personnel only. Participants must secure the authorization before entering the premises.
15. Aerial photography is not allowed on the campus or inside the venues.

Chapel Regulations

1. No eating, smoking, drinking, lighting of candle and fire is allowed in the Chapel.
2. No adhesive tape should be used. Post no bill or picture, nor decoration in the Chapel area.
3. No hydrogen/helium balloons or balloons should be used inside the Chapel. No tossing of glittering materials/paper shreds/flowers inside the Chapel.
4. Moving of altar is not allowed.
5. No entry of any wheel carts in the Chapel. Wheel chairs for the disabled are an exception.
6. Photographer should follow the instruction of our staff concerning the zone for taking photographs. Photo taking is not allowed on stage, choir seating area, and the baptistery.
7. Please follow the instruction of the use of venue or facilities in the Chapel. Do not move any of facilities without permission. Please return the facilities to their original setting after use if permission of moving is allowed. Participants are required to pay for replacing or repairing the facilities or furniture inside the campus that they have damaged.
8. Applicant should secure prior permission for bringing private AV facilities into the Chapel. Written application is required.
9. It is advisable for the applicant to appoint a coordinator to facilitate communication between our staff and their organization/group.
10. The applicant should arrange to have sufficient manpower to maintain good order during the time of the function.
11. Applicant should notify all concerned staff member on their side of the regulations for the use of the Chapel. The Seminary reserves the rights to ask the offender to leave the venue, or to put an end to the activity if any person does not follow the regulations.

Support

If participants suffer from minor physical injury or discomfort, they may seek help at the Campus Service Office (located at G/F of Administration & Education Block) during office hours from 9:00am to 5:00pm (Lunch break 12:00noon to 1:00pm). Please contact the Security Office after the office hours.

Tour Service

The Seminary may arrange free site visit service before renting our venue. Applicants may call our Campus Service Office for arrangement.

Typhoon and Rainstorm Information

1. If typhoon no. 8 or above or black rainstorm signal is hoisted at 6:00am, the Seminary and Campus Services Office will be closed in the morning. The applicant may choose to postpone the activity or cancel the booking. If the booking is cancelled, the fee will be refunded. If typhoon no. 8 or above or black rainstorm signal is hoisted at 12 noon, the Seminary and Campus Services Office will be closed in the afternoon. The applicant may choose to postpone the activity or cancel the booking. If the booking is cancelled, the fee will be refunded.
2. The Campus Services Office will be closed when typhoon no. 8 or above or black rainstorm signal is hoisted, and the office will be re-opened 2 hours after the above mentioned signal is lowered.
3. The organization/group should be responsible for making decision of whether to proceed with the activity after considering the weather and traffics for the participants' safety.
4. In case the above signal is hoisted during the activity period, the Seminary reserves the right to handle the situation as deemed appropriate.

Venue/Facility Charges Rate Table

Venue	Size (Ft.)	No.	Capacity	Facilities provided	Charge [^]		
					Per hour	2 consecutive hours (per hour)	3 consecutive hours (per hour)
Classroom 205/E206	210	2	15	Whiteboard, tables and chairs	\$120	\$110	\$103
Classroom E102/E103, E105/E106/E107, E327,	370	2	25	Whiteboard, sound system, computer, LCD projector, 2 wired-microphones, tables and chairs.	\$205	\$185	\$173
	450	3	30				
520	1	30					
Classroom E325	670	1	40		\$305	\$275	\$260
Classroom E326	860	1	50		\$385	\$348	\$328
Multi-purpose Room SA105	310	1	30		\$205	\$185	\$173
Multi-purpose Room SA107	500	1	45	\$315	\$283	\$268	
Multi-purpose Room SA106	180	1	15	Tables and chairs	\$105	\$95	\$90
Mini-Chapel	380	1	30	TV (connected to computer), sound system, 2 wired-microphones, whiteboard, piano and chairs	\$205	\$185	\$173
Conference Rm. 2	500	1	45	Sound system, LCD projector, computer, Piano, 2 wired-microphones and chairs	\$310	\$280	\$263
John & Mary Memorial Chapel	1400	1	120	Sound system, LCD projector, grand piano and chairs	\$880	\$792	\$748
Lecture Theatre	Cinema Style	1	120	Sound system, LCD projector, piano and fixed theatre seats w/table	\$760	\$683	\$646
Chapel		1	400	Sound system, LCD projector (extra charge), grand piano	\$1960	\$1764	\$1666
[^] Prices include the venue lighting and air conditioning.							
Other Facility & Equipment Fee:							
Chapel	Baptistry		\$1000				
	LCD Projector:		1 - 4 hours \$700/session, over 4 - 8 hours \$900/session				

* Participants are reminded to bring warm outer coat when they use central air-conditioning places like the Chapel, John & Mary Memorial Chapel, and Lecture Theatre.

Car Parking Fees (Private car only)

Applicant should provide detailed information of vehicles for guest transportation to Campus Service Office before the activity date. Tour bus or coach must pick up passengers outside the Seminary campus. Applicant should arrange a coordinator to be responsible for vehicular parking, passengers boarding and alighting in a safe and orderly manner.

Every church/organization using our services and facilities may enjoy free car parking according to the number of participants:

No. of participants	<50 persons	51 – 100 persons	>100 persons
Free parking space entitled (Private car only)	1	2	3

1. Fees for reserved car parking space should be paid in advance (except for free parking space). Each parking space costs \$60 and registered vehicles are only allowed to park during the venue rental period. Unregistered vehicles are not allowed to enter the campus.
2. Due to limited provision of car parking space, applicants should apply and pay for each car license plate number with the Campus services Office 1 month prior to the activity date. Please register with the Office the car's license plate number at the latest 2 weeks before the activity date. No car parking space (including the free parking space) will be provided if applicants fail to do so.
3. The provision of car parking space depends on the space availability on that day (including free parking spaces).

Hong Kong Baptist Theological Seminary Use of Sai O Campus Application Form (Opening hours: 9:00 am – 5:00 pm)	For office use only Application no.: _____ Application received date: _____ Application confirmation date: _____ <input type="checkbox"/> Accepted <input type="checkbox"/> Not accepted
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A. Applicant's Personal Details

Church or Organization members of the Baptist Convention of Hong Kong?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Church/Institution: _____	
Name of Applicant: _____	Position: _____
Contact Phone No.: _____	Fax No.: _____
E-mail Address: _____	
Correspondence Address: _____	
Tour Leader: _____	Leader's Mobile Tel. No.: _____
* Each application form should be sent together with a check of \$100 non-refundable application fee payable to "Hong Kong Baptist Theological Seminary" by mail or in person to Campus Services Office.	
Event Title: _____ Nature: _____	
Age of Participants: from age _____ to _____ years old Total Participants: _____ (persons)	

A. Chapel Venue and Facilities Booking (Please refer to Page 3 of Venue/Facility Charges Rate Table)

Chapel	Date	Time	Nature	No. of meeting participants
<input type="checkbox"/> Baptistery \$1000 <input type="checkbox"/> LCD Projector 1-4hrs:\$700/ >4-8hrs : \$900	d/ m/ y	to		

B. Other Venue and Facilities Booking (Please refer to Page 3 of Venue/Facility Charges Rate Table)

Venue <small>(please list out the room no.)</small>	Date	Time	Nature	No. of meeting participants
	d/ m/ y	to		
	d/ m/ y	to		
	d/ m/ y	to		
	d/ m/ y	to		
	d/ m/ y	to		

*Please enclose an appendix if necessary.

C. Car Parking Application (Private car only)

Car Parking Space	Date	Check In	Check Out	Car License Plate	Charge
No. of Free Parking Space: _____					/
Extra no. of Parking Space: _____					@\$60

Organization Stamp (For registered organization/institution)	This institute/I guarantee(s) that the above information is accurate, and is/am willing to follow the rules and instructions of the seminary. This institute / I will be responsible for all breaches of rules or accidents occurred during the rental period. Signature: _____ Applicant's Name: _____ Date : _____
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