



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Regulations of Using Tennis Court



About the Venue

Location: Situated between Block F and Block G Dormitories, adjacent to the Basketball Court.

Two courts (Court 1 and Court 2) are available for rent.

Opening Hours: Mondays to Sundays 7:00 a.m. – 11:00 p.m. (Note: Individual notices on the opening hours of the tennis courts during public holidays and the summer/winter breaks will be posted accordingly.)

Venue Management Fee(for every tennis court) : MOP20.00/hour (Note: Lighting facilities will be charged at an extra rate of MOP20.00/hour)

Reservation and Payment Method

Reservations are currently available for MUST students and staff only.

For MUST students:

- Directly apply through the [Course Online Enrollment System (COES)], applications by phone or by email will not be accepted. The system is allowed to reserve the 2nd week's venue counting from the date of application (for example: it is available to reserve the venue from 08th – 15th, Aug when applying on 1st Aug). Applications will be processed on first come, first served basis.
- Payment: Directly pay from the [Course Online Enrollment System (COES)]
- Enquiry: Tel: 8897-2302
- Office Hours: Mondays to Fridays 9:00am to 1:00pm; 2:30pm to 6:00pm
Closed on Saturdays, Sundays and public holidays

For MUST staff:

- Reservations: Fill in the “Application for Using the Tennis Court” at the Service Counter of



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General Affairs Office. Applications by phone or by email will not be accepted. The Tennis Courts can be reserved 7 days in advance, upon submission of completed application forms. On day reservations will not be accepted; and it will be processed on first come, first served basis.

- Location: Service Counter of General Affairs Office
- Payment: By 'Macau Pass' only, it will be confirmed over service counter upon full settlement of venue management fees.
- Enquiry: Tel: 8897-2302
- Office Hours: Mondays to Fridays 9:00am to 1:00pm; 2:30pm to 6:00pm
Closed on Saturdays, Sundays and public holidays

Points for Attention:

- (1) Reservation is made at per hour basis.
- (2) Each applicant is eligible to a maximum rental of 2 hours a day.
- (3) Please present applicant's staff card during payment.
- (4) Fees paid are non-refundable. Time slots reserved are not subject to change except on severe weather like rainstorm or typhoon, in which postpone of bookings will be accepted. (Please see Point 7 below)
- (5) In cases of typhoon weathers (No. 8 or above typhoon signal), all venues will be closed automatically. Applicant can either cancel or postpone his/her booking by approaching the Service Counter of General Affairs Office within 2 working days after the typhoon signal is lowered. The new booking can be any available time slot within two months of the original booking.

If No. 8 or above typhoon signal is hoisted while one is using the venue, the venue management fee will not be refunded. He/she can postpone the unused timeslot to another available time within two months of the original booking, but only upon the condition that the unused timeslot is at least 60 minutes, or a multiple of 60 minutes.

In both cases, the applicants should go to the Service Counter of General Affairs Office, within two working days after the No. 8 or above typhoon signal is lowered, to make advance arrangements. Applicants should present their payment receipt during the process. (Office hours refers to the "Reservation and Payment Method")

* During office hours: go to the Service Counter of General Affairs Office to report and to confirm the unused timeslot and to schedule a new appointment.

* During non-office hours: go to the Security Office at the ground floor of Block G Dormitory



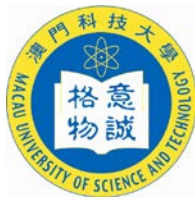
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immediately to confirm the check-out time. Applicants should go to the Service Counter of General Affairs Office, during office hours, to schedule a new appointment

- (6) If an applicant has not called to cancel the booking and without using, he/she will be blacklisted and his/her booking will not be accepted within the next 2 months after receipt of a warning.

Regulations

1. Users of the Gymnasium may only enter the courts during the appointed period of time and leave the court after the reserved time lapsed;
2. Applicants of the venue must check-in at the Security Office at the ground floor of Block G prior to entering the courts, he/she must bring along a valid student card or staff card;
3. Users of the Tennis Court should bring their own sports tools and equipments.
4. Prohibitions in the Tennis Court:
 - 4.1 No smoking;
 - 4.2 No eating or drinking (except drinking water);
 - 4.3 No pets;
 - 4.4 No beverages in glass bottles.
5. Only colourfast flat shoes are allowed in the Court. Players must wear appropriate sports outfit.
6. Users of the venue must take good care of his/her personal belongings. The University holds no responsibility for theft or loss.
7. Keep the Court clean; do not litter.
8. Users must take full responsibility for any loss or damage caused to the items in the Court and pay compensations accordingly. In situations when a user refuses to settle the compensation, the University has the right to deduct any loss or damage suffered from the student's security deposit; in cases concerning University staff, the Personnel Office will provide assistance in the collection of compensations.
9. Permission from the University must be sought before any facilities in the Court can be moved.
10. Users should be responsible for any assembling / disassembling of the equipment and facilities that they will be using (and have used). If any facilities are borrowed from the University, such as: signage stands, exhibition boards, white boards, such facilities should be returned in good conditions.
11. The applicants should be responsible for all the reinstatement works after using the venue. The applicants should be responsible for the proper removal of all garbage, posters, temporary direction signs, handouts, decorations and other materials that they have brought into the venue.
12. The venue should be used solely for the purpose as stated in the application and approved in



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advance by the University. The University has the right to cancel the reservations immediately (and to take legal actions) if it is discovered that activities other than the ones being approved, or activities that are illegal/immoral are being carried out in the venue.

13. The right to use the venue cannot be transfer to third parties.
14. Users of the courts must be fully aware of his/her personal health conditions before taking part in sports activities. Users are accountable for the consequences of any incidents that may arise from participating in the games.
15. Should accidents happen, please call the MUST Emergency at 8897-2233, or dial 999 for help.
16. The University reserves the right to amend the “Regulations”. Should there be any disputes relating the regulations, the University’s explanation and decision shall be final.

* The University has the right to reject all venue applications from an applicant for one year, if he/she violates any of the aforesaid regulations and has received two or above written warnings from the University.

General Affairs Office
Macau University of Science and Technology
July, 2014