



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## 乒乓球場借用守則及須知



### 場地簡介

地點：毗鄰 I 座足球/田徑運動場，共有二個球場（分別位於 R204 和 J 座 1-4 號場）

開放時間：以系統內可預訂時間為準

行政費用：每個乒乓球場 MOP 20.00/小時

### 預訂及繳費方法

只接受在校學生及教職員申請。

在校學生及教職員：

- 直接透過大學 Wemust→康體場地預約內"預約場地"預定，不接受口頭或電郵方式預訂。  
只接受預訂之時期為申請日起計第7天到第13天的場地(如8月1日申請，能訂8月8-14日的場地)。
- 繳費：Wemust 上繳費。（如零錢不足需要先進行充值）
- 總務處查詢電話：8897-2039
- 總務處服務櫃檯辦公時間：週一至週五 早上 11 時至下午 1 時；下午 2 時 30 分至 5 時  
週六、日及公眾假期休息

### 注意事項

1. 預訂以1小時為計算單位。
2. 每人每日最多只可連續或分開時段預訂一個乒乓球場不超過2小時；
3. 已預繳之費用恕不退還。已預訂場地之使用時間恕不更換(如因惡劣天氣之影響而導致場



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地無法使用請參考第4項)。

4. 如遇上颱風(8號或以上之颱風訊號)懸掛時，總務處會自動取消當天所有租場預約；申請者欲更改預訂時間，需於颱風除下後兩個工作天內於辦公時間到總務處服務櫃檯更改，而更改之時間在1個月內方為有效。

若正在使用場地時，遇上颱風(8號或以上之颱風訊號)懸掛，申請者可申請將剩餘之時間延期，但剩餘之時間必須符合以下要求：剩餘之時間必須大於或等於1小時，並且會以1小時為計算單位：例如剩餘之時間大於1小時而小於2小時則以1小時計算，如此類推；若剩餘之時間小於1小時，則不能申請更換時間。

申請者需於8號或以上之颱風訊號除下後兩個工作天內帶同租場記錄明細到總務處服務櫃檯確認已經使用之時間和因颱風而未能使用之剩餘時間。(辦公時間：見上述「預訂及繳費方法」)

\* 辦公時間 - 請前往總務處服務櫃檯確認已經使用之時間和因下雨而未能使用之剩餘時間。

\* 非辦公時間 - 請前往R座保安室確認已經使用之時間和因下雨而未能使用之剩餘時間，並請之後於辦公時間內前往總務處服務櫃檯預約新的租借時間。

5. 如預訂場地後，沒有提前致電通知取消當天之預訂者也未使用場地，將會被列入黑名單，並於獲發警告後兩個月內不接受該申請者之場地預訂。

## 使用守則

1. 使用者只可在其借用時間內進入場館，並須在其借用時間結束時或結束前離開；
2. 使用者必須於當天使用場地時間前，帶同學生證或職員證連同租場記錄明細到給總務處代表在乒乓球室外核對租場資料，如有需校工協助可致電：88972279；
3. 使用者須自備所需的運動設備或體育用具；
4. 球場內禁止事項：
  - 4.1 禁止吸煙；
  - 4.2 禁止進食 (飲用水除外)；
  - 4.3 禁止攜帶寵物；
  - 4.4 禁止攜帶玻璃樽飲料等物品進入球場；
5. 場館內只可使用不脫色之平底運動鞋，進行運動之人仕必需穿著適合的運動裝備；
6. 自行保管隨身攜帶的個人物品，大學不負任何被盜竊或遺失的責任；
7. 保持環境清潔，請將垃圾放入垃圾桶內；
8. 場內物品如有損毀或遺失，使用者必須承擔責任並按價賠償；如拒絕賠償，則學生賠償款項於學生保證金內扣除，教職員賠償款項交由人力資源處協助處理；
9. 使用者若需移動場內設備，必須徵得大學同意；



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10. 申請者須自行安裝和拆卸其使用的運動設備；設備使用完後必須將設備回復原狀及放回原處；場地使用完畢必須將場地還原；向大學商借的設施（如：流動展板、指示企牌、流動白板等）須以完好的狀態歸還。
11. 活動後的佈置材料、廢物、垃圾等必須由申請者自行清理，違者須負擔其由此而需支付的清潔費用，否則大學日後將不再接受其借用場地之申請；
12. 使用場地期間，活動的性質必須與申請人所遞交之「租場記錄明細」上所註明的性質相同。倘出現與事實不符的情況，或發生與澳門現行法規有抵觸之事宜，大學有權取消已批准的場地借用申請，承借方不得異議。
13. 場地的使用權不得讓予他人；
14. 使用者應清楚了解自己的身體健康狀況後才進行適當的體育運動，在活動期間所發生的一切事故，均由使用者自行負責；
15. 如遇任何意外，可致電大學保安室的緊急電話8897-2233/2254，或緊急求救熱線999；
16. 大學保留最終解釋及修改本指引的權利。

\* 若申請人因觸犯任何上述之守則而收到兩次或以上的書面警告，大學有權拒絕此申請人一年內的所有場地申請。

澳門科技大學總務處  
2023年8月



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## **Regulations Governing the Use of Table Tennis Courts**



### **Introduction**

Location: There are two table tennis courts (located at R204 and Block J Court 1-4) adjacent to the Athletic Field/Stadium at Block I.

Opening hours: As per the available reservation time in the system

Payment: MOP20.00/hour per table tennis court.

### **Reservation and Payment**

Only applications from MUST students and staff are accepted.

For MUST students and staff:

- Apply through the WeMust system by choosing “Venue Booking” in the “Sports Venue Booking”. Applications made orally or by email will not be accepted. The table tennis court can be reserved 7 to 13 days in advance counting from the date of application (for example, a student will be able to reserve the venue for the period of 8<sup>th</sup> to 14<sup>th</sup> August, when he/she submits the application on 1<sup>st</sup> Aug.)
- Payment: Fees are paid via the WeMust. (Please top up if the balance is insufficient to cover the fees.)
- Inquiry phone number for the General Affairs Office: 8897-2039
- Office hours of the GA Service Counter: 11:00 a.m. to 1:00 p.m., 2:30 p.m. to 5:00 p.m., Monday to Friday. Closed on Saturdays, Sundays and public holidays.



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## **NOTE**

1. The reservation is counted by hours.
2. Each person on each day can only reserve one table tennis court for no more than 2 hours in continuous or separate time periods.
3. Prepaid fees are not refundable. The use time of the reserved venue will not be changed. (If the venue is unusable due to bad weather, please refer to item 4.)
4. When tropical cyclone warning signal No.8 (or above) is hoisted, the GA office will automatically cancel all venue reservations for the day. The applicant who wants to change the reserved time should go to the GA Service Counter during office hours within two working days after the tropical cyclone signal is cancelled. The changed time is valid for one month.

If the tropical cyclone warning signal (No.8 or above) is hoisted while the applicant is using the venue, the applicant can apply to extend the remaining time. But the remaining time must meet the following requirements: the remaining time must be greater than or equal to one hour, and will be calculated in the hourly units: for example, if the remaining time is greater than one hour and less than two hours, it will be calculated as one hour and so on; if the remaining time is less than one hour, then it will not be changed.

Applicants should go to the GA Service Counter with the rental record details to confirm the used time and remaining time due to the tropical cyclone within two days after the No.8 or above tropical cyclone has been cancelled. (Office hours: see above under “Reservation and Payment”)

\* Office hours – Please go to the GA Service Counter to confirm the used time and remaining time due to rain.

\* Non-office hours – Please go to the Security Room in Block R to confirm the used time and remaining time due to rain, and please go to the GA Service Counter during office hours to reserve the new rental time.

5. An applicant who cancels a reservation without prior notice via phone will be blacklisted and will not be accepted for any venue reservation within two months after the warning is issued.

## **Regulation of Use**

1. The user can only enter the venue at the reserved time and must leave before or by the ending time of the reservation.
2. Before using the venue on the day, the user must present their student ID or staff ID, as well as the rental record details, to the GA responsible member at the external of the table tennis court to check and verify the rental information. For assistance, please call at 88972279;
3. The user should bring the needed sports equipment.



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4. Prohibited matters in the venue:
  - 4.1 No smoking;
  - 4.2 No food (except drinking water);
  - 4.3 No pets allowed;
  - 4.4 It is forbidden to bring any drinks in glass bottles to the venue.
5. Only court shoes are allowed to be used in the venue. Anyone who exercises must wear appropriate sports equipment.
6. Keep your belongings with you. The university will not be responsible for any theft or loss.
7. Keep the place clean. Please put the garbage into the trash can.
8. If the items in the venue are damaged or lost, the user must take responsibility and pay for replacement and/or repairs.
9. The user must obtain the consent of the university to move the equipment in the venue.
10. An applicant should install and remove his/her own sports equipment; the equipment must be restored to its original state and returned to its original location after use; the venue must be restored after use; the equipment (mobile display board, signage, mobile whiteboard and so on) borrowed from the university must be returned in good condition.
11. Decoration materials, waste and garbage after the event must be cleaned up by the applicant himself. The offender must bear the cleaning fee from this, and otherwise, the university will no longer accept his/her application(s) to reserve the venue.
12. During the use of the venue, the nature of the event must be the same as the “rental record details” submitted by the applicant. In case of any inconsistency with facts or any inconsistency with the existing laws and regulations of Macau, the university has the right to cancel the approved application for venue reservation, and no objection will be allowed.
13. The right to use the venue must not be transferred to others.
14. Users should clearly understand their physical condition before conducting the appropriate sports and they should take responsibility for any accidents occurring during the event.
15. In case of any accident, please call the emergency number 8897-2233/2254 of the Security Room or the emergency helpline 999.
16. The university reserves the right to modify these guidelines and has the final interpretation of this document.

\* If the applicant receives two or more written warnings for violating any of the codes above, the university has the right to reject all applications from the applicant to reserve the venue within one year.



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General Affairs Office  
Macau University of Science and Technology  
August 2023