



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

**網球場借用守則及須知**



**場地簡介**

地點：位於 F 座與 G 座之間，毗鄰籃球場，共有二個球場（1號和2號場）

開放時間：以 Wemust 系統內可預訂時間為準

行政費用：

9 月至 3 月	早上 9 時至 6 時	MOP 20.00/小時	
	晚上 6 時至 10 時	MOP 40.00/小時	晚上 6 點場內會配備照明
4 月至 8 月	早上 9 時至 7 時	MOP 20.00/小時	
	晚上 7 時至 10 時	MOP 40.00/小時	晚上 7 點場內會配備照明

**預訂及繳費方法**

- 澳門科技大學基金會及屬下機構用戶可於 Wemust “康體場地預約” 系統中申請。不接受口頭或電郵方式預訂。
- 可預約之時期為申請日起計後3至10天的場地（如8月1日申請，能訂8月4-11日的場地）。
- 繳費：Wemust 上繳費（如零錢不足需要先進行充值）。
- 查詢電話：8897-2939
- 總務處 I 座或獲多利服務櫃檯辦公時間：  
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網球場不超過2小時；
3. 已預繳預訂之場地，除惡劣天氣外，恕不退還。
4. 如預約的日期遇上天雨或颱風，申請者可於預訂時間後翌日於辦公時間內電郵至 [gaservices@must.edu.mo](mailto:gaservices@must.edu.mo) 申請更改時間。更改時間需配合排課優先原則，按工作人員指示及協調為準。
5. 如預訂場地後，沒有提前致電通知取消當天之預訂者，也未有使用場地，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。



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## 使用守則

1. 使用者只可在其借用時間內進入球場，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、職員證或相關證明連同租場記錄明細到G座地下保安室核對租場資料。
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. 請保持環境清潔，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處理。
9. 使用者若需移動場內設備，必須徵得大學同意。
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守則的權利。  
\* 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。

總務處  
澳門科技大學  
2024年1月



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## Regulations Governing the Use of Outdoor Tennis Courts



### Introduction

Location: There are two outdoor tennis courts (Court 1 and Court 2) which are between Block F and Block G, adjoining the Basketball court.

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

Payment:

September to March	9:00am to 6:00pm	MOP 20.00/per hour	
	6:00pm to 10:00pm	MOP 40.00/ per hour	With lighting after 6pm
April to August	9:00am to 7:00pm	MOP 20.00/per hour	
	7:00pm to 10:00pm	MOP 40.00/ per hour	With lighting after 7pm

### Reservation and Payment

- Employees or students under MUST Foundation can apply through the Wemust system by choosing the “Venue Booking”. Applications made orally or by email will not be accepted.
- The tennis court can be reserved 3 to 10 days in advance counting from the date of application (for example, a staff member will be able to reserve the venue for the period of 4<sup>th</sup> to 11<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: 8897-2939
- 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 Saturday, Sunday 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 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. If this is bad weather on reservation date, applicants can apply to change the time by email to [gaservices@must.edu.mo](mailto:gaservices@must.edu.mo) the day after the reservation time. Time changes are subject to staff instructions and coordination.
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 go to the Security Room on the ground floor of Block G with the student ID or staff ID or any certification who can proof the identity and rental record details to check the rental information.
3. The user should bring the needed sports equipment.
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



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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.

General Affairs Office  
Macau University of Science and Technology  
January 2024