



香港中文大學(深圳)

The Chinese University of Hong Kong, Shenzhen

综合运动馆 场地使用规定（试运行）

Regulations of the Sports Complex (Trial
operation)

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第一章 体操室使用规定

体操室是集教学与训练为一体的多功能教室，为了加强体操室的管理及安全工作，确保教学活动的正常进行，拟定以下使用规则，希望广大师生可以自觉遵守。如体操室如用作其他活动，必须取得场馆管理人员的书面批准。

- 一. 全校师生均可使用，使用者必须出示有效之香港中文大学(深圳)证件，方可使用场地。
- 二. 使用时间按系统或现场预订时间为准；使用时间按系统或现场预订时间为准；如有疑问，请与场馆管理人员联系。如需取消订场，请提前24小时在系统或前台进行操作，以便另作安排，否则一周内将不可以再次订场；已订场者不可将场地私下转予他人使用。
- 三. 进入体操室上课或训练必须先换好鞋子，并将其安放在指定地点，摆放整齐。
- 四. 如需借用音响设备，请持有效证件到场馆前台登记借用；使用完毕后请及时归还；使用者须自觉爱护场馆设备设施，若有故障问题请及时反馈至场馆前台；使用音响设备时，请调至适当音量切勿影响到他人使用场馆。
- 五. 爱护馆内设施，不得在镜子和地板上随意涂画。
- 六. 应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 七. 不得将易燃、易爆、管制刀具等违禁品带入室内；室内禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 八. 课程结束后，须关好门窗，切断电源。
- 九. 请自行妥善保管个人物品，以免丢失。
- 十. 违反本规定而不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

注：以上规定的最终解释权归人文社科学院体育部所有。

Regulations Governing the Use of the Gymnastics Room

The Gymnastics Room is a multi-purpose classroom for dance teaching and training. In order to facilitate the management of the Gymnastics Room and to ensure the safety of all users and the classroom's smooth operation, the following regulations governing the use of the Gymnastics Room are formulated in the hope that teachers and students could take initiative to follow them. The room should not be used for any activities or sports other than Gymnastics without prior written permission from the Physical Education Unit.

1. The Gymnastics Room is available for all eligible users upon production of the valid University ID cards.
2. The use time base on system or site booking time. If users have questions regarding their booking time, please contact the Sports Complex Assistant. Cancellation of reservation should be made within 24 hours before the booked time at the system or help desk of the venue. The Sports Complex Assistant shall have the authority to reject the reservation made by any user who fails to observe the cancellation policy for one week. Reserved facilities are not transferrable.
3. Users should change their shoes before entering the Gymnastics Room and neatly place the shoes in the designated area.
4. Staff or students are required to present their University ID cards for loan of audio equipment. Equipment must be returned before leaving the venue. All users of the room should take care of the borrowed equipment. Any equipment failure should be reported to the help desk. When using audio equipment, please turn it to the appropriate volume and do not affect other users.
5. All users should take care of the facilities and keep the room clean. It is not allowed to draw on the floor and mirrors.
6. All users should keep the room clean. No littering. No food or any other articles unrelated to the training are allowed to be taken inside.
7. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the room. No smoking, swearwords, spitting or rough-and-tumble play are allowed. No pet is allowed.
8. When a class is over, users should close the doors and windows and turn off the power.
9. Do not leave your personal belongings unattended.
10. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

第二章 武术室使用规定

- 一、 全校师生均可使用，使用者必须出示有效之香港中文大学（深圳）证件，方可使用场地。
- 二、 使用时间按系统或现场预订时间为准；如有疑问，请与场馆管理人员联系。如需取消订场，请提前24小时在系统或前台进行操作，以便另作安排，否则一周内将不可以再次订场；已订场者不可将场地私下转予他人使用。
- 三、 进入武术室上课或训练必须穿软底武术训练鞋，上课时禁止佩戴饰物（例如手表、戒指、项链等），保持地垫整洁。
- 四、 合理使用馆内器材，爱护馆内设施，器材使用后应整齐地放回原处。
- 五、 应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 六、 不得将易燃、易爆、管制刀具等违禁品带入室内；室内禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 七、 课程结束后，须关好门窗，切断电源。
- 八、 请自行妥善保管个人物品，以免丢失。
- 九、 违反本规定而不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

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Regulations Governing the Use of the Martial Arts Room

1. The Martial Arts Room is available for all staff and students upon production of the valid University ID cards.
2. The use time base on system or site booking time. If users have questions regarding their booking time, please contact the Sports Complex Assistant. Cancellation of reservation should be made within 24 hours before the booked time at the help system or desk of the venue. The Sports Complex Assistant shall have the authority to reject the reservation made by any user who fails to observe the cancellation policy for one week. Reserved facilities are not transferrable.
3. Users should wear clean soft martial arts training shoes before entering the Martial Arts Room. It is not allowed to wear accessories (such as watches, rings, and necklaces) in the room.
4. Users should be aware of the correct methods for using the facilities and equipment and take care of them. All equipment should be returned to the original position before leaving the room.
5. All users should keep the room clean. No littering. No food or any other articles unrelated to the training is allowed in the room.
6. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the room.
7. No smoking, swearwords, spitting or rough-and-tumble play is allowed. No pet is allowed.
8. When a class is over, users should close the doors and windows and turn off the power.
9. Do not leave your personal belongings unattended.
10. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

第三章 形体室使用规定

形体室是集教学与训练为一体的多功能教室，为了加强形体室的管理及安全工作，确保教学活动的正常进行，拟定以下使用规则，希望广大师生自觉遵守。如形体室欲用作其他活动，必须取得场馆管理人员的书面批准。

- 一、 全校师生均可使用，使用者必须出示有效之香港中文大学(深圳)证件，方可使用场地。
- 二、 使用时间按系统或现场预订时间为准；如有疑问，请与场馆管理人员联系。如需取消已预定场地，请提前24小时在系统或前台进行操作，以便另作安排，否则一周内将不可以再次订场；已订场者不可将场地私下转予他人使用。
- 三、 进入形体室上课或训练必须先换好鞋子，并将其安放在指定地点，摆放整齐。
- 四、 如需借用音响设备，请持有效证件到场馆前台登记借用；使用完毕后请及时归还；使用者须自觉爱护场馆设备设施，若有故障问题请及时反馈至场馆前台；使用音响设备时，请调至适当音量切勿影响到他人使用场馆。
- 五、 爱护馆内设施，不得在镜子和地板上随意涂画。
- 六、 应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 七、 不得将易燃、易爆、管制刀具等违禁品带入室内；室内禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 八、 课程结束后，须关好门窗，切断电源。
- 九、 请自行妥善保管个人物品，以免丢失。
- 十、 违反本规定而不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

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Regulations Governing the Use of the Body Room

The Body Room is a multi-purpose classroom for dance teaching and training. In order to facilitate the management of the Body Room and to ensure the safety of all users and the classroom's smooth operation, the following regulations governing the use of the Body Room are formulated in the hope that teachers and students could take initiative to follow them. The room should not be used for any activities or sports other than dancing without prior written permission from the Physical Education Unit.

1. The Body Room is available for all eligible users upon production of the valid University ID cards.
2. The use time base on system or site booking time. If users have questions regarding their booking time, please contact the Sports Complex Assistant. Cancellation of reservation should be made within 24 hours before the booked time at the system or desk of the venue. The Sports Complex Assistant shall have the authority to reject the reservation made by any user who fails to observe the cancellation policy for one week. Reserved facilities are not transferrable.
3. Users should change their shoes before entering the Body Room and neatly place the shoes in the designated area.
4. Staff or students are required to present their University ID cards for loan of audio equipment. Equipment must be returned before leaving the venue. All users of the room should take care of the borrowed equipment. Any equipment failure should be reported to the help desk. When using audio equipment, please turn it to the appropriate volume and do not affect other users.
5. All users should take care of the facilities. It is not allowed to draw on the floor and mirrors.
6. All users should keep the room clean. No littering. No food or any other articles unrelated to the training are allowed to be taken inside.
7. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the room. No smoking, swearwords, spitting or rough-and-tumble play is allowed. No pet is allowed
8. When a class is over, users should close the doors and windows and turn off the power.
9. Do not leave your personal belongings unattended.
10. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

第四章 体育运动室使用规定

- 一、全校师生均可使用，使用者必须出示有效之香港中文大学（深圳）证件，方可使用场地。
- 二、使用时间按系统或现场预订时间为准；如有疑问，请与场馆管理人员联系。如需取消已预定场地，请提前24小时在系统或前台进行操作，以便另作安排，否则一周内将不可以再次订场；已订场者不可将场地私下转予他人使用。
- 三、进入场地活动必须穿着软底运动鞋，禁止穿高跟鞋、钉子鞋、硬底鞋进入场地。
- 四、合理使用馆内器材，爱护馆内设施，器材使用后应整齐地放回原处。对人为造成场馆内的器材或其他设施损坏的行为，则按原价赔偿。
- 五、应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 六、不得将易燃、易爆、管制刀具等违禁品带入室内；室内禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 七、课程结束后，须关好门窗，切断电源。
- 八、请自行妥善保管个人物品，以免丢失。
- 九、违反本规定而不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

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Regulations Governing the Use of the Sports Room

1. The Sports Room is available for all staff and students upon production of the valid University ID cards.
2. The use time base on system or site booking time. If users have questions regarding their booking time, please contact the Sports Complex Assistant. Cancellation of reservation should be made within 24 hours before the booked time at the system or desk of the venue. The Sports Complex Assistant shall have the authority to reject the reservation made by any user who fails to observe the cancellation policy for one week. Reserved facilities are not transferrable.
3. Users should wear soft bottom sports shoes in the Sports Room. No high heels, spiked shoes or hard bottom shoes are allowed in the Sports Room.
4. Users should be aware of the correct methods for using the facilities and equipment and take care of them. All equipment should be returned to the original position before leaving the room. Any artificially lost or damaged facilities will be charged to the person at cost.
5. All users should keep the room clean. No littering. No food or any other articles unrelated to the training are allowed in the room.
6. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the room. No smoking, swearwords, spitting or rough-and-tumble play are allowed. No pet is allowed.
7. When a class is over, users should close the doors and windows and turn off the power.
8. Do not leave your personal belongings unattended.
9. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

第五章 羽毛球馆使用规定

- 一、 全校师生均可使用，使用者必须出示有效之香港中文大学（深圳）证件，方可使用场地。
- 二、 使用时间按系统或现场预订时间为准；如有疑问，请与场馆管理人员联系。如需取消已预定场地，请提前24小时在系统或前台进行操作，以便另作安排，否则一周内将不可以再次订场；已订场者不可将场地私下转予他人使用。
- 三、 进入场地活动必须穿着专业羽毛球鞋、软底运动鞋，禁止穿高跟鞋、钉鞋、硬底鞋进入场地。
- 四、 本场地为羽毛球专用，未经管理人员同意，一律不得进入场地；进入场地锻炼者，必须听从管理人员的安排；禁止在场馆内嬉戏打闹。
- 五、 爱护场馆内的器材及设施，不得擅自挪用球网，严禁用力拉扯球网。对人为造成场馆内的器材或设施损坏的行为，则按原价赔偿。
- 六、 应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 七、 不得将易燃、易爆、管制刀具等违禁品带入室内；室内禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 八、 课程结束后，须关好门窗，切断电源。
- 九、 请自行妥善保管个人物品，以免丢失。
- 十、 违反本规定且不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

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Regulations Governing the Use of the Badminton Gym

1. The Badminton Gym is available for all staff and students upon production of the valid University ID cards.
2. The use time base on system or site booking time. If users have questions regarding their booking time, please contact the Sports Complex Assistant. Cancellation of reservation should be made within 24 hours before the booked time at the system or help desk of the venue. The Sports Complex Assistant shall have the authority to reject the reservation made by any user who fails to observe the cancellation policy for one week. Reserved facilities are not transferrable.
3. Users should wear soft bottom sports shoes / professional badminton shoes in the Badminton Gym. High-heeled shoes, spiked shoes, or hard bottom shoes are not allowed in the Badminton Gym.
4. The venue is dedicated to playing badminton only. Users should not enter the venue without the permission of management staff. No rough play in the Badminton Gym.
5. Users should take care of the equipment and facilities. Do not move and pull the net. Any artificially lost or damaged facilities will be charged to the person at cost.
6. Users should keep the gym clean at all times. No littering. No food or any other articles unrelated to the training are allowed to be taken inside.
7. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the room. No smoking, swearwords, spitting or rough-and-tumble play are allowed. No pet is allowed.
8. When a class is over, users should close the doors and windows and turn off the power.
9. Do not leave your personal belongings unattended.
10. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

第五章 乒乓球室使用规定

- 一、 全校师生均可使用，使用者必须出示有效之香港中文大学（深圳）证件，方可使用场地。
- 二、 使用时间按系统或现场预订时间为准；如有疑问，请与场馆管理人员联系。如需取消已预定场地，请提前24小时在系统或前台进行操作，以便另作安排，否则一周内将不可以再次订场；已订场者不可将场地私下转予他人使用。
- 三、 进入场馆锻炼必须穿着软底运动鞋，禁止穿高跟鞋、钉鞋、硬底鞋进入场地。
- 四、 乒乓球室内公用的球拍及球实行借用登记，使用完毕后当日归还，任何人不得私自带走。
- 五、 自觉爱护乒乓球桌，禁止在乒乓球台台面上坐卧或放置重物、尖锐物，严禁用硬物或球拍敲击台面。
- 六、 未经许可，任何人不得私自搬动乒乓桌，不得私自卸球网。对人为造成场馆内的器材或设施损坏的行为，则按原价赔偿。
- 七、 应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 八、 不得将易燃、易爆、管制刀具等违禁品带入室内；室内禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 九、 如体育器材出现问题，请及时找场馆管理员处理。
- 十、 课程结束后，须关好门窗，切断电源。
- 十一、 请自行妥善保管个人物品，以免丢失。
- 十二、 违反本规定且不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

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Regulations Governing the Use of the Table Tennis Room

1. The Table Tennis Room is available for all staff and students upon production of the valid University ID cards.
2. The use time base on system or site booking time. If users have questions regarding their booking time, please contact the Sports Complex Assistant. Cancellation of reservation should be made within 24 hours before the booked time at the system or help desk of the venue. The Sports Complex Assistant shall have the authority to reject the reservation made by any user who fails to observe the cancellation policy for one week. Reserved facilities are not transferrable.
3. Users should wear soft bottom sports shoes in the Table Tennis Room. No high heels, spiked shoes or hard bottom shoes are allowed in the Table Tennis Room.
4. Public rackets and balls take registration of loan, and returned on the same day after use, and not be taken away from the Table Tennis Room.
5. Users should take care of the table tennis table, not sit, lie down or place heavy and sharp objects on the playing surface of the tables. Users should not hit the table with hard objects or rackets.
6. Table Tennis tables and net must not be removed or relocated without the prior consent of the Sports Complex management staff. Any artificially lost or damaged facilities will be charged to the person at cost.
7. Users should keep the gym clean at all times. No littering. No food or any other articles unrelated to the training are allowed to be taken inside.
8. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the room. No smoking, swearwords, spitting or rough-and-tumble play are allowed. No pet is allowed.
9. In case of any problems, please contact the Sports Complex management staff.
10. When a class is over, users should close the doors and windows and turn off the power.
11. Do not leave your personal belongings unattended.
12. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

第六章 室外运动区使用规定

室外运动区是满足师生放松身心，舒适交流的场所，为了创建更好的运动休闲氛围，便于师生享用公共服务设施，拟定以下使用规则，有利于共同维护文明舒适的公共环境，希望广大师生自觉遵守。

- 一、 未经批准严禁各类车辆进入场地。进入场地锻炼必须穿着运动鞋，禁止穿高跟鞋、钉鞋、硬底鞋进入场地。
- 二、 室外运动区内禁止大声喧哗、制造噪音等影响他人的行为。
- 三、 合理使用场地器材，爱护场地设施，桌椅使用后应整齐地放回原处，不得将桌椅等物品带出运动区域挪作他用。
- 四、 严禁在场地内乱涂乱画、张贴海报，必须保持桌、椅的清洁与整齐。
- 五、 举止文明，禁止在场地内桌椅上出现横躺睡觉、脱鞋等不雅行为。
- 六、 非人为原因造成的桌椅损坏时，应及时报告场馆工作人员报修；对人为造成场地器材或其他设施损坏的行为，则按原价赔偿。
- 七、 应注意公共卫生，不得随意丢弃垃圾，更不可将食物和其他与训练无关物品带入场地。
- 八、 不得将易燃、易爆、管制刀具等违禁品带入场地；场地禁止吸烟、说粗话、吐痰及追逐打闹嬉戏；禁止携带宠物入场。
- 九、 请自行妥善保管个人物品，以免丢失。
- 十、 违反本规定且不听劝告者，场馆管理人员有权令其离开，并视情节轻重，呈报给相关部门处理。

注：以上规定的最终解释权归人文社科学院体育部所有。

Regulations Governing the Use of the Outdoor Sports Court

The Outdoor Sports Court is a place for teachers and students to relax and communicate. In order to create a better sports and leisure atmosphere and use public service equipment, the following regulations governing the use of the Outdoor Sports Court are formulated in the hope that teachers and students could take initiative to follow them. It is conducive to jointly maintaining a civilized and comfortable public environment.

1. All kinds of vehicles are prohibited to enter the venues without approval. Users should wear soft bottom sports shoes in the Outdoor Sports Court. No high heels, spiked or hard bottom shoes are allowed in the Outdoor Sports Court.
2. Disturbing others by shouting or making noise are not allowed in the Outdoor Sports Court.
3. Users should be aware of the correct methods for using the facilities and equipment and take care of them. All equipment should be returned to original position before leaving the venue. No tables, chairs or other articles shall be taken out of the Outdoor Sports Court for other purposes.
4. Graffiti and posters are not allowed in the Outdoor Sports Court. Tables and chairs must be kept clean and tidy.
5. Be civilized, and indecent behaviors such as lying down on the tables and chairs in the Outdoor Sports Court and taking off shoes are not allowed.
6. Tables and chairs damaged by non-humans should be reported to the help desk for repair. Any artificially lost or damaged facilities will be charged to the person at cost.
7. All users should keep the venue clean. No littering. No food or any other articles unrelated to the training is allowed in the venue.
8. No dangerous articles such as inflammable and explosive substances or controlled knives are allowed in the venue. No smoking, swearwords, spitting or rough-and-tumble play are allowed. No pet is allowed.
9. Do not leave your personal belongings unattended.
10. In case of misconduct or misuse of sports facilities, the Physical Education Unit has the authority to reject or debar the offender from the venue, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

Notes: Physical Education Unit reserves all rights for the final explanation of the above rules and instructions.

