

1 September 2011

Education Bureau Circular No. 5/2011

Hire of Accommodation in Aided Schools

[Note: This circular should be read by –

- (a) Supervisors/Heads of aided primary and secondary schools, including special schools – for necessary action; and
- (b) Heads of sections – for information.]

Summary

This circular sets out the Guidelines for Levying Charges for Hire of Accommodation in Aided Schools and the Schedule of Recommended Charges with effect from the 2011/12 school year, and reminds schools to hire out their school premises to community organizations as far as practicable. Schools are also requested to remind the community organizations using the school premises to take out insurance for their activities. Education Bureau (EDB) Circular No. 9/2005 dated 15 August 2005 is hereby cancelled.

Details

2. It has been the government's policy to encourage schools to open up their school facilities and hire out their school premises to community organizations as a means to foster collaboration between schools and the community. Public sector schools are publicly funded organizations and thus considered as community assets. They have the social obligation to open up, as far as practicable, their school facilities/premises, especially to non-profit-making organizations, to support community services/activities, such as welfare services and youth activities etc. This would also serve as civic education for students on supporting community services. In hiring out their school premises to support meaningful events, schools are reminded to be fair and impartial and not to show any form of favouritism to any party.

3. On levying charges for hire of accommodation, schools are reminded of the following:

- (a) As a general rule, no organization should use the facilities in an aided school without being charged, as this represents a hidden subsidy to the organization. Please refer to the Guidelines for Levying Charges posted on EDB homepage at <http://www.edb.gov.hk/index.aspx?nodeid=2482&langno=1>.
 - (b) Schools should charge hirers on a full-cost recovery basis as far as possible. Nonetheless, if circumstances warrant, schools may apply a higher rate or a concession rate, or waive the charge altogether. For reference, please refer to the Schedule of Recommended Charges posted at the above website.
 - (c) Schools should formulate their policies for fee charging and should ensure that the policy has the support of the School Management Committee/Incorporated Management Committee and would not disrupt normal school operation.
4. When hiring out school premises/facilities to outside organizations for holding activities, schools should remind such organizations to arrange adequate insurance protection (including public liability insurance) for their activities on their own and indemnify the schools and the EDB (where appropriate) in respect of any cost, expenses, damages incurred due to their act or negligence.
5. The Guidelines and Recommended Charges will be reviewed annually and adjusted, if deemed necessary. Please refer to the above website for the most up-to-date information in future.

Enquiry

6. For enquiries, please contact the respective Senior School Development Officers.

Miss P L WU
for Permanent Secretary for Education