



香港女童軍總會

THE HONG KONG GIRL GUIDES ASSOCIATION

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Rule For Headquarters Building Users

1. 1.1 The Guide Law is the first rule. Appendix 1
- 1.2 Hygiene and Safety Measures at Headquarters / Centers / Campsites. Appendix 2
2. The Headquarters opens from 9:00 am to 11:00 pm.
3. The caretaker may request the person-in-charge to produce his/her Identity Card for identification.
4. Users should carry out their activities only in the rooms allocated.
5. Equipment not reserved beforehand may not be available. Rental fees will be charged for additional supply of equipment.
6. For assistance during office hour, please visit the office on 1/F or contact out staffs by phone. Telephone numbers would be posted at the entrances on each floor.
7. Doors will be locked within 15 minutes after use. To extend the booking period, please confirm that the venue is not reserved for other users and sign on the booking sheet for the staffs to verify.
8. Gambling and illegal activities are strictly prohibited.
9. Do not distribute or sell any tickets or receive any payments in the premises without written consent from the Association.
10. Do not put up posters or signs inside or outside the premises. Advertising or promotional activities must be approved with a written consent from the Association.
11. Do not stick or hammer on walls, doors or pillars. Please use the notice board.
12. Do not remove or take away any furniture or equipment within the premises without approval. Equipment should be placed at their original places after use.
13. Please study the operation procedure carefully before using any equipment. Users have to make financial compensation for any damage caused.
14. The Association will not in any way be responsible for injury, loss of or damage to properties sustained by the users.
15. All accidents or incidents of loss and damage during the activities must be reported to the staff.
16. Please keep the building clean.
17. Save energy. Please turn off all lightings and air conditioners when leaving.
18. Do not eat and drink.
19. Do not pick flowers or climb trees.
20. Do not smoke, set up fire, light candles or any inflammable substances within the premises.
21. No parking spaces are provided.
22. When typhoon signal No. 3 is issued, all Guides activities will be cancelled. If the activity is in progress, the Guider-in-charge should make the decision whether to send the Girls home. The person-in-charge for meetings, training courses or other activities of outsiders should decide whether to continue the activities. The Headquarters will remain open. Guiders that have not checked-in may reuse the venue within three months. No refund will be made.
23. When typhoon signal No. 8 or the Black Rainstorm Warning Signal is issued, all activities will be cancelled. If activities are in progress, the person-in-charge should decide whether to leave or stay, taking weather and traffic conditions into consideration. The Headquarters will remain open until all users have left. Refund will be made for users that have not checked-in.
24. The cut-off time for the weather report issued by the Hong Kong Observatory is 7:00am for morning sessions, 12:00pm for afternoon sessions and 5:00pm for evening sessions.
25. In case of fire, users should leave the building immediately through staircases and follow the instructions given by the staff. Do not use the lift.
26. The Association reserves the right to cancel any booking without giving any reason at any time prior to the date of booking. Full refund will be made.
27. If the users should fail to comply, in any respect, the provisions of these Terms and Conditions, the Association may terminate all activities and request the users to leave the premises immediately without refund.
28. For complaints or suggestions, please write to the Campsite and Property Executive.
29. The Association reserves the right to alter/amend any rules as stated herein.

Appendix 1 The Guide Law is the first ruleAs a Guide

1. I will be reliable, honest and trustworthy
2. I will be use my resources wisely and help others
3. I will be true to myself and respect the opinion of others
4. I will face challenges and learn from my experiences
5. I will care for nature and all living things
6. I will be friendly and a sister to all Guides

As a Brownie

1. I will care for my home, my community and myself
2. I will do a Good Turn every day

Appendix 2 Hygiene and Safety Measures at Headquarters / Centers / Campsites.Hygienic measures enacted by the Association:

1. Doors and windows are opened during cleansing works.
2. Wash/wipe places and utilities with diluted bleach (mixing 1 part of bleach with 99 parts of water).
3. Sterilized mat at the entrance is disinfected daily.
4. When cleansing places contaminated with vomits, staff is required to wear facemask and gloves. Vomits are wrapped with plastic bags before disposal.
5. Button covers of elevators are cleansed once every four hours.
6. Toilets are cleansed three times a day as scheduled. Flushing devices are checked to ensure their proper functioning and liquid soaps and toilet paper/wrapping paper are provided.
7. Refuse bins with lids are emptied daily.
8. Sterilized microphones are provided.
9. Each camp user is given a set of clean sheet and pillow case. Users at the Pok Hong Campsite are required to bring along their own cover sheets before borrowing of sleeping bags.
10. Staff who shows symptoms of respiratory tract infections or infectious diseases is required to be off duty immediately.

Hygienic measures for users:

1. If the instructor / person-in-charge notice participants/campers not feeling well before the activity begins, they should advise them to take a rest at home.
2. If the instructor / person-in-charge notice participants not feeling well during the activity, they should advise them to terminate the activity.
3. Maintain good personal hygiene:
 - 3.1 Cover nose and mouth while coughing or sneezing.
 - 3.2 Respiratory tract secretions (e.g. saliva, spit or vomits etc) should be disposed in plastic bags.
 - 3.3 Wash your hands with soap immediately if contaminated with respiratory tract secretions.
 - 3.4 Flush the toilet with the lid closed and wash hands immediately.
4. Use public chopsticks when sharing meals with other persons.
5. Bring along insect repellent if necessary.

Safety measures:

1. Campsite staffs have received basic first-aid training. The first-aid kit is provided in campsite / center for the treatment of slight injuries only.
2. If any participants are involved in accidents or suffer from severe illness, please contact the staff to call for ambulances.
3. If incidents of fighting or theft, please inform the staff to contact the police for assistance. Campers in-charge / instructor must ensure campers / participants do not leave the venue until the police arrive.
4. To prevent fire and keep a good air quality, smoking is prohibited in the enclosed areas of the headquarters, centers and campsites.
5. Adults must be present while cooking in the kitchen. Do not left fire unattended.
To prevent accidents, only ten people are allowed to use the kitchen at a time.
6. In case of fire or when the fire alarm rings, instructor / person-in-charge should gather all participants and evacuate to a safe open space by using stairs (e.g. the main entrance). He / She should report to the staff whether all participants are present or not. Activities only continue after the proclamation of firemen.