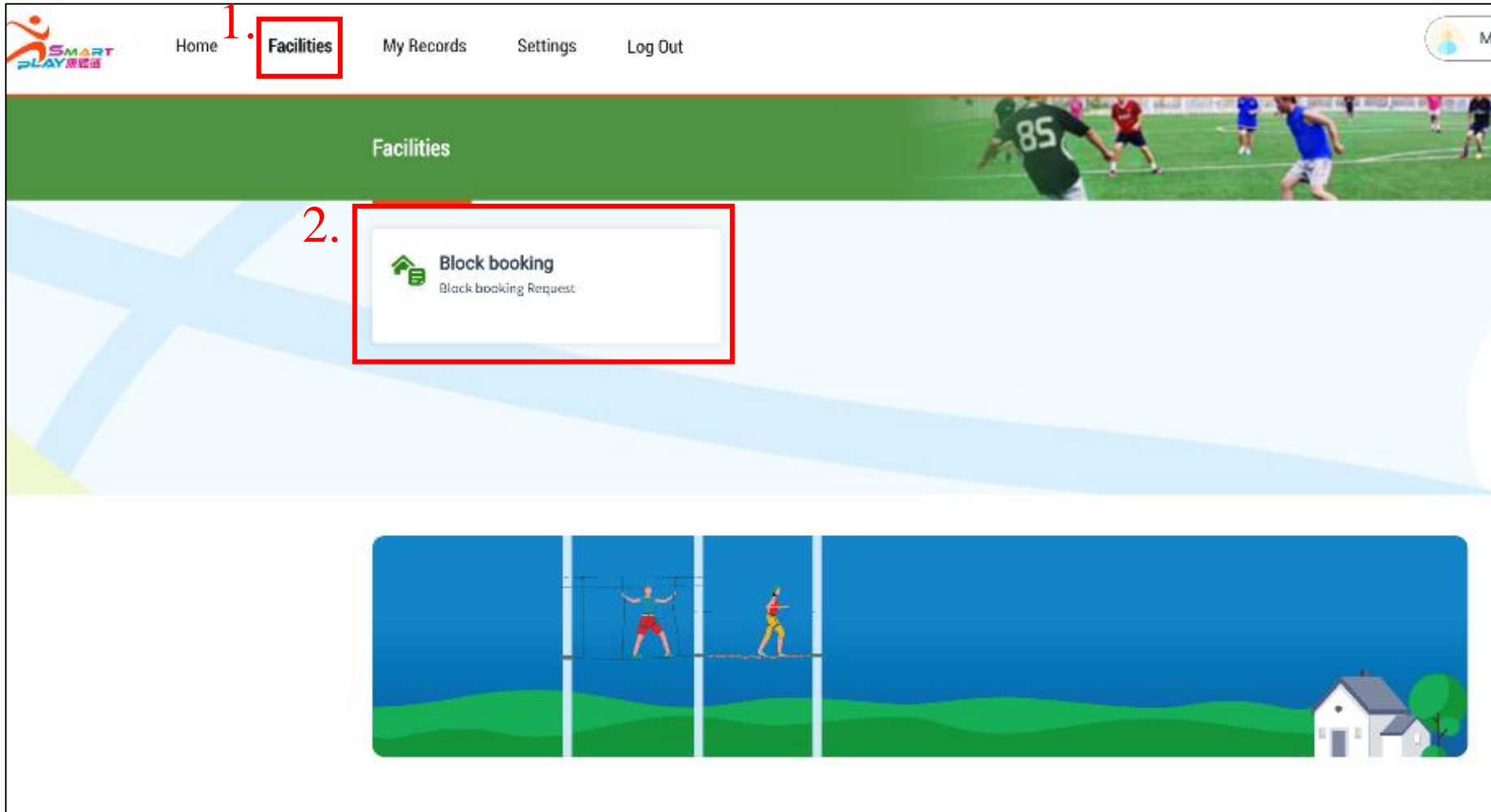




**SUBMIT BLOCK BOOKING REQUEST
BY ORGANISATION USER
(SWIMMING POOL)**

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1. If organisation user would like to submit a block booking request, you may click “Facilities” after login;
2. Then, click “Block booking” button to create a block booking request

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Block booking

1. **General block booking scheme**

2. **New application**

[View submitted application](#)

Apply for block booking facilities

Type of facilities

Land-based Sports Ground Water sports

Swimming pool Holiday camps Amphitheatre

Intended usage

International Competition Gala Swimming training

Life-saving examination Life-saving Training

Underwater activities High board diving Other

☐ Late Submission ☐ As a Priority User

1. Select booking scheme, booking scheme may be varied for different organisation type;
2. Click “New application” to create a block booking application;
3. Choose “Type of facilities” and select “Swimming Pool”

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Block booking

Free-use scheme General block booking scheme

New application

New application >

[View submitted application](#)

Apply for block booking facilities

Type of facilities

Land-based Sports Ground Water sports

Swimming pool Holiday camps Amphitheatre

1. Intended usage

International Competition Gala Swimming training

Life-saving examination Life-saving Training

Underwater activities High board diving Other

2. ☐ Late Submission

3. As a Priority User ☐

1. Select "Intended usage";
2. If it is a late submitted application, please click "Late Submission";
3. If this application has been recommended by the NSA as a "priority user", please enable "As a Priority User"

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



New application

New application >

[View submitted application](#)

Apply for block booking facilities

Type of facilities

Land-based Sports Ground Water sports

Swimming pool Holiday camps Amphitheatre

Intended usage

International Competition Gala Swimming training

Life-saving examination Life-saving Training

Underwater activities High board diving Other

☐ Late Submission ☐ As a Priority User

1. Intended level of Training *

Select

2. Select a district * Select venue *

Select a district Select

Facility Type *

Select

1. Select “Intended level of Training”;
2. Select a district and venue.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1. Intended level of Training *

Novice and non-swimmers ▼

Select a district *

Central & Western

Select venue *

Sun Yat Sen Memorial Park Swin ▼

2. Facility Type *

Swim Lane (Main / 50m) ▼

From *

Select date

To *

Select date

Book in advance

4 - 6 months

3. Continue

1. Select Facility Type, e.g. Whole pool, Half pool or Swim lane ;
2. Booking period will be varied according to the different organisation type and intended usage;
3. Click “Continue” to proceed the application.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1 Applied day 2 Review 3 Submitted

Swimming pool | Sun Yat Sen Memorial Park Swimming Pool

Applied period 1

Qty per Session : 1
Total sessions : 0

Add

Applied day 1

1. From* To*
Select date Select date

2. Location*
Select

3. Select timeslot*
Select

4. Quantity
1

5. Search

Select date of use

Select day of the week

day of the week

Sun Mon Tue Wed Thu Fri Sat

Aug 2025


Sun Mon Tue Wed Thu Fri Sat

27 28 29 30 31 1 2

1. Select the applied period;
2. Select the location;
3. Select timeslot;
➤ organisation user can select one timeslot or consecutive timeslot;
4. Select required quantity;
5. The, click "Search"

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1. Organisation user can select day of the week or just choose specific dates in the calendar;
2. Only **ONE month** can be applied in each applied period. If organisation user wishes to apply more than one booking period by clicking “” button to add another applied period in the same request.

**Remarks:

- System will only show the available dates, e.g. weekly cleaning or annual maintenance of the venue cannot be selected.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Applied day 1

From* To*

01/01/2026 31/01/2026

Location*

Main Pool

Select timeslot*

09:00 - 10:00 +1

Quantity

1

Search

Select date of use

Select day of the week

day of the week

Sun Mon Tue

Wed Thu Fri

Sat

< Jan 2026 >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

1.

1. After selected day of the week, all the available sessions will be generated;

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)

Select equipment

- ☐ E-Scoreboards
- ☐ PA System
- ☐ E-Scoreboards (for Ad.)
- ☐ Electronic Timing Equipment (timer with 8-lane scoreboard)
- ☐ Electronic Timing Equipment (timer with 1-lane scoreboard)
- ☐ Electronic Timing Equipment (timer without scoreboard)

1.

Selected dates

Jan 2026


05 Jan 2026(Mon) 12 Jan 2026(Mon) 19 Jan 2026(Mon) 26 Jan 2026(Mon)

2.

Note: The selected timeslot is an application request only and does not guarantee that the request timeslot will be reserved for the organisation.

3.

< Back Save draft Continue

1. Organisation users can choose the required equipment;
2. Organisation user can use “” to delete specific dates ;
3. Once the sessions generated are checked in order, click “Continue” to proceed the application.

**Remarks:

- The selected timeslot is an application request only and does not guarantee that the request timeslot will be reserved for the organisation.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Swimming pool | Sun Yat Sen Memorial Park Swimming Pool

Please provide block booking details

* Required information

Organisation Name in English

Organisation Name in Chinese

Applicant / Contact Person

Name of Applicant / Contact Person *

Type of Identity Document *

Hong Kong ID Card No. *

Tel. No. *

Fax No.

E-mail Address *

1.

1. Fill-in the details of applicant / contact person.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1.

Name of responsible persons of the event (as stated on Hong Kong Identity Card)

Please provide names of 1-2 responsible persons for the event. One of whom must be present at the booked session to take up the booking at the venue.

2.

Number of responsible persons

1 Person

2 Persons

Name of responsible person (1)*

Type of Identity Document *

HKID card ▼

Hong Kong ID Card No. *

 - ()

Tel. No. *

1. Input the details of the responsible persons of the event;
2. Organisation user can provide 1-2 nos. of responsible person based on the actual need, one of whom must be present to take up the booking at the venue;

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1.

Name of coach of the event (as stated on Hong Kong Identity Card)

Please provide names of 1-2 coaches for the event.

2.

Number of coach

☐ 1 Person ☐ 2 Persons

Name of coach 1 *

Type of Identity Document *

HKID card ▼

Hong Kong ID Card No. *

- ()

Qualification *

Select ▼

Upload a valid coach qualification *

(Support jpg,bmp,png,pdf file less than 5MB)

Hold a valid lifesaving qualification? *

☐ YES ☐ NO

1. Input the details of the Coach of the event;
2. Organisation user can provide 1-2 nos. of coach based on the actual need;

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1.

Other Information

Purpose of use

Swimming training (Novice and non-swimmers)

Estimated no. of participant *

Please enter Estimated no. of participant

Is the activity provided on a profit-making basis? *

YES

NO

Does this application need other facilities of the venue? *

YES

NO

Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event? *

YES

NO

Will the national anthem be played or sung at the event? *

YES

NO

Date of last hiring and name of pool?

Save draft

Continue

2.

1. Fill in other information (such as estimated no. of participant etc.)
2. Click “Continue” after all the information are fill in.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Apply for block booking facilities

Type of facilities

Land-based

Sports Ground

Water sports

Swimming pool

Holiday camps

Amphitheatre

Intended usage

International Competition

Gala

Swimming training

Life-saving examination

Life-saving Training

Underwater activities

High board diving

Other

☐ Late Submission

As a Priority User ☒

Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event? *

YES

NO

Will the national anthem be played or sung at the event? *

YES

NO

Date of last hiring and name of pool?

Recommendation by National Sports Association (NSA)

Upload the signature from NSA

Upload proof

Browse...

(Support jpg,bmp,png,pdf file less than 5MB)

- Special notes:
- If organisation user selects to submit a booking application as a priority user, the organisation needs to upload a recommendation letter signed by the NSA to the system to complete the application.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Review your submission

Status

Draft

Sun Yat Sen Memorial Park Swimming Pool

16 Eastern Street North, Sai Ying Pun, Hong Kong

Swimming training

Applied period 1

Swim Lane (Main / 50m) / Main Pool

01 Jan 2026 - 31 Jan 2026

Mon

9 am - 11 am

Edit

Quantity of Facility

1

1.

Organisation information

Organisation Name (English)

Organisation Name (Chinese)

Applicant / Contact Person

Edit

Name of Applicant / Contact Person

Type of Identity Document

HKID card

Tel. No.

E-mail Address

Hong Kong ID Card No.

Fax No.

Name of responsible persons of the event (as stated on Hong Kong Identity Card)

Edit

Name of responsible persons (1)

Type of Identity Document

HKID card

Tel. No.

Hong Kong ID Card No.

Name of coach of the event (as stated on Hong Kong Identity Card)

Edit

Name of Coach (1)

Position held

Type of Identity Document

HKID card

Qualification

Swimming Instructor Certificate (Level 1)

Uploaded copy of qualification

Hold a valid lifesaving qualification?

Yes

Issued by

Hong Kong ID Card No.

Swimming coach

Lifesaving qualification

Expiry date

Uploaded copy of qualification

1. Review the booking details.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



Other Information

Purpose of use

Swimming training (Novice and non-swimmers)

Estimated no. of participant

10

Is the activity provided on a profit-making basis?

NO

Does this application need other facilities of the venue?

NO

Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event?

NO

Will the national anthem be played or sung at the event?

NO

Edit

1.

Declaration

☒

I am here to declare that:

I, 600101623 - The Karatedo Federation of Hong Kong, China Ltd., submit this booking application on behalf of National Sports Associations (NSA), I have read and agree to accept the following Terms and Conditions.

(a) The Organisation have read and (if this application is approved) undertake to observe the latest Terms and Conditions of Hire of Public Swimming Pools of the Leisure and Cultural Services Department (LCSD) and understand that:

(i) If the Organisation breaches Clause 37, 39, 40 or 42 of the Terms and Conditions of Hire, without prejudice to any rights and remedies to which LCSD may be entitled at law or in equity, LCSD will suspend for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation. LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3 month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges will be made to the Organisation; and

(ii) without prejudice to the preceding sentence and any rights and remedies to which LCSD may be entitled at law or in equity, if the school fails to observe any other terms and conditions of the Terms and Conditions of Hire or violate any provisions in the Public Swimming Pools Regulation (Cap. 132BR), LCSD may suspend for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation. LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3 month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges for the hired facilities will be made to the Organisation.

(b) The Organisation undertake to meet, on demand by LCSD, all charges and additional charges arising from the hiring, and the cost of repairing, reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged, destroyed, stolen or removed during the period of hire. I declare that the above application is for the purpose of organising activity by the school, and all information provided herewith is true and correct; and

(c) The Organisation have read and undertake to observe the latest Terms and Conditions of Hire of Public Swimming pools of the Leisure and Cultural Services Department and agree to indemnify LCSD in accordance with the Terms and Condition of Hire in respect of all actions, proceedings, claims or demands arising out of any accident, death, injury, loss or damage which may occur in the Swimming Pool during the period of hire.

☒

I understand:

Purpose of Collection of Personal Data

The information provided by the Applicant will only be used for booking applications processing and the use of recreation and sports facilities under the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. The information this Department collected about the applicant will not be disclosed to any other party without the applicant's prior consent.

2.

Submit

1. Read & confirm the declaration
2. Click “Submit” button to submit the application

**** Each organisation can only submit one application to each venue for the same use period / booking pattern and facility type.**

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (SWIMMING POOL)



1.

1

2

3

Applied periodReviewSubmitted

Your application has been submitted!

Thanks for your submission.

We will process your application shortly.

Notes: You can view or withdraw this application in [My Application](#). If you want to make any changes, please contact the venue.

Application No.

2025081900003540

Application Date.

19 Aug 2025

Sun Yat Sen Memorial Park Swimming Pool

16 Eastern Street North, Sai Ying Pun, Hong Kong

2540 6708

Swimming training

Applied period 1

Swim Lane (Main / 50m) / Main Pool

01 Jan 2026 - 31 Jan 2026

9 am - 11 am

Mon

Quantity of Facility

1

Back to Block booking

Confirm End of submission

Submit another training application

1. Block booking request is submitted successfully.