



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：週一至週日 早上 9 時至晚上 10 時（以系統內可預訂時間為準）

行政費用：每個網球場 MOP 20.00/小時（註：開啓燈光照明多加 MOP 20.00/小時）

預訂及繳費方法

只接受在校學生及教職員申請。

在校學生：

- 直接透過大學[網上選科系統]內"申請/報名"的"預約場地"選項，不接受口頭或電郵方式預訂。只接受預訂之時期為申請日起計第7天到第13天的場地(如8月1日申請，能訂8月8-14日的場地)。
- 繳費：大學[網上選科系統]中的打印扣帳服務付款(可於 N 座109A 會計處增值，如儲值卡遺失不予補辦，請於儲值卡有效期前充值)
- 總務處查詢電話：8897-2039
- 總務處服務櫃檯辦公時間：週一至週五 早上 9 時至下午 1 時；下午 2 時 30 分至 6 時
週六、日及公眾假期休息

教職員：

- 直接透過大學[教職員網上康體設施預訂系統]預訂，不接受口頭或電郵方式預訂。只接受預訂之時期為申請日起計第7天到第13天的場地(如8月1日申請，能訂8月8-14日的場地)。
- 繳費：使用[教職員網上康體設施預訂系統]預訂成功後直接扣款(可於總務處服務櫃檯購買儲值卡自行充值，如儲值卡遺失不予補辦，請於儲值卡有效期前充值)
- 總務處查詢電話：8897-2039
- 總務處服務櫃檯辦公時間：週一至週五 早上9時至下午1時；下午2時30分至6時
週六、日及公眾假期休息



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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. 已預繳之費用恕不退還。已預訂場地之使用時間恕不更換(如因惡劣天氣之影響而導致場地無法使用請參考第4項)。
4. 如遇上颱風(8號或以上之颱風訊號)懸掛時，總務處會自動取消當天所有租場預約；申請者欲更改預訂時間，需於颱風除下後兩個工作天內於辦公時間到總務處服務櫃檯更改，而更改之時間在1個月內方為有效。

若正在使用場地時，遇上颱風(8號或以上之颱風訊號)懸掛，申請者可申請將剩餘之時間延期，但剩餘之時間必須符合以下要求：剩餘之時間必須大於或等於1小時，並且會以1小時為計算單位；例如剩餘之時間大於1小時而小於2小時則以1小時計算，如此類推；若剩餘之時間小於1小時，則不能申請更換時間。

申請者需於8號或以上之颱風訊號除下後兩個工作天內帶同租場記錄明細到總務處服務櫃檯確認已經使用之時間和因颱風而未能使用之剩餘時間。(辦公時間：見上述「預訂及繳費方法」)

* 辦公時間 - 請前往總務處服務櫃檯確認已經使用之時間和因下雨而未能使用之剩餘時間。

* 非辦公時間 - 請前往 G 座保安室確認已經使用之時間和因下雨而未能使用之剩餘時間，並請之後於辦公時間內前往總務處服務櫃檯預約新的租借時間。

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用過場地，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。

使用守則

1. 使用者只可在其借用時間內進入場館，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，帶同學生證或職員證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；



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7. 保持環境清潔，請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助處理；
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指引的權利。

* 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。

澳門科技大學總務處
2021年03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: 9:00 a.m. to 10:00 p.m. on Monday to Sunday. (Based on the reserved time in the system)

Payment: MOP20.00/hour per outdoor tennis court. (Note: MOP20.00/hour extra for turning lights on)

Reservation and Payment

Only applications from MUST students and staff are accepted.

Students:

- Directly apply through the Course Online Enrollment System (COES) with item “Venue Reservation” in “Application”, applications made orally or by email will not be accepted. The tennis court can be reserved 7 to 13 days in advance counting from the date of application (for example: a student will be able to reserve the venue for the period of 8th to 14th August, when he/she submits the application on 1st Aug.)
- Payment: The fee can be paid via the printing debit service in COES (For loading value, please go to the Accounts Office Counter located at Room N109A of Block N Library Building. The prepayment card will not be accepted to reapply if it is lost. Please top it up before the expiry date of the prepayment card.)
- Inquiry phone number of General Affairs Office: 8897-2039
- Office hours of GA Service Counter: 9:00a.m. to 1:00 p.m., 2:30p.m. to 6:00p.m., Monday to Friday. Closed on Saturdays, Sundays and public holidays.

Staff:



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- Directly apply through the Web-based Recreation and Sports Facilities System; applications made orally or by email will not be accepted. The tennis court can be reserved 7 to 13 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 8th to 14th August, when he/she submits the application on 1st Aug.)
- Payment: Fees will be directly deducted by successful reservation on the Web-based Recreation and Sports Facilities System. (For loading value, please go to the GA Service Counter to buy the prepayment card. The prepayment card will not be accepted to reapply if it is lost. Please top it up before the expiry date of the prepayment card.)
- Inquiry phone number of General Affairs Office: 8897-2039
- Office hours of GA Service Counter: 9:00a.m. to 1:00 p.m., 2:30p.m. to 6:00p.m., Monday to Friday. Closed on Saturday, Sunday and public holidays.

NOTE

1. The reservation is counted by hours.
2. Each person on each day can only reserve one tennis court no more than 2 hours in continuous or separate time periods.
3. Prepaid fees are not refundable. The use time of reserved venue will not be changed. (If the venue is unusable due to the bad weather, please refer to item 4.)
4. When tropical cyclone warning signal No.8 (or above) is hoisted, GA office will automatically cancel all venue reservations for the day. Applicant who wants to change the reserved time, should go to the GA Service Counter during office hours within two working days after the tropical cyclone signal is cancelled. The changed time is valid within one month.

If the tropical cyclone warning signal (No.8 or above) is hoisted when using the venue, the applicant can apply to extend the remaining time. But the remaining time must meet the following requirements: the remaining time must be greater than or equal to one hour, and will be calculated in hourly units: for example, if the remaining time is greater than one hour and less than two hours it will be calculated as one hour and so on; if the remaining time is less than one hour, then will not be changed.

Applicants should go to the GA Service Counter with the rental record details to confirm the used time and remaining time due to the tropical cyclone within two days after the No.8 or above tropical cyclone has been cancelled. (Office hours: see above “Reservation and Payment”)

* Office hours – Please go to the GA Service Counter to confirm the used time and remaining time due to rain.



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* Non-office hours – Please go to the Security Room in Block G to confirm the used time and remaining time due to rain, and please go to the GA Service Counter during office hours to reserve the new rental time.

5. An applicant who cancels a reservation without prior notice via phone will be blacklisted and will not be accepted to any venue reservation within two months after the warning is issued.

Regulation of Use

1. User can only enter the venue at the reserved time, and must leave before or by the ending time of the reservation.
2. Before the time of using the venue on the day, user must go to the Security Room on ground floor of Block G with the student ID or staff ID and rental record details to check the rental information.
3. 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 in 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, user must take the responsibility and pay for replacement and/or repairs.
9. User must obtain the consent of the university to move the equipment in the venue.
10. 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 used; 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 longer accept application to reserve the venue.
12. During use of the venue, the nature of event must be the same as in the “rental record details” submitted by the applicant. In case of any inconsistency with facts or any inconsistency with the



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existing laws and regulations of Macau, the university has the right to cancel the approved application of 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, the users should take the responsibility of any accidents occurring during the event.
15. In case of any accident, please call the emergency number 8897-2233/2254 of Security Room or emergency helpline 999.
16. The university reserves the right to modify these guidelines and has the final interpretation of this document.

* If the applicant received two or more written warning by violating any codes above, the university has the right to reject all applications of the applicant to reserve the venue within one year.

General Affairs Office
Macau University of Science and Technology
March 2021