

SCOUT ASSOCIATION OF HONG KONG
TAI TAM SCOUT CENTRE
Rules and Regulations

1. The scout laws form the basic rules and regulations of the Centre.
2. Campers must check in and check out at the Centre in accordance with the following time schedule:-

	Check-In Time	Check-Out Time
Day Camp	10:00am	4:00pm (same day)
Evening Camp	3:00pm	9:00pm (same day)
Outdoor Camping / Residential Camp	3:00pm	1:00pm (next day)

Room key(s) can be collected at the Centre office at 3:00pm and must be returned to the Centre office at least one hour before checking out.

3. Campers who intend to check out at a time later than the prescribed check-out time must expressly state so on the application form and pay the prescribed additional charges.
4. Arrangement in case of Inclement Weather
 The Centre will be closed if red or black rainstorm warning or No. 3 or higher typhoon signal is hoisted at any time from 3 hours before the scheduled check-in time. Applicants may request for refund of their camp fees or change of booking to another date(s) within 14 days. Any late request for refund will not be entertained. In the event of Scout activities, all Scout units should comply with Activity Guideline No. 04/2018 [Contingency Measures in Cases of Inclement Weather & Air Pollution](#) issued by Scout Association of Hong Kong on 1 January 2018.
5. The leader or person-in-charge of any organization or group staying at the Centre overnight must be 18 years old or above and must look after the campers at all times.
6. At the time of checking in at the Centre, all scout members must wear scout uniforms or activity outfits of the same type.
7. Campers must stay at the dormitory (ies) assigned by the Centre. No change of rooms is allowed without the Camp Manager's approval. Male and female campers must sleep in separate rooms.
8. Campers are not permitted to invite any visitors to the Centre without the Camp Manager's approval.
9. No vehicle is allowed to enter or park at the Centre without authorization.
10. Campers having contagious or infectious disease are not allowed to enter the Centre.
11. Campers are responsible for taking care of their own properties and belongings. The Centre is not to be held liable for any loss of or damages to the campers' properties and belongings.
12. The main gates of the Centre, hall and canteen are open at 8:00am and closed at 11:00pm. At 11:00pm, all the lighting systems will be switched off and all campers must stop all activities and remain silent.
13. Campers must adhere to the scheduled time when using recreational facilities and taking meals. In the event of any delay for 30 minutes or more, no facilities and meals will be provided and all payment(s) made will be forfeited. The Centre reserves its rights to make any change to the relevant programme or procedure.
14. Meals will be provided at the following times:

Breakfast	Lunch	Dinner	BBQ
8:00am	(Dormitory/ Tent Campers) 12:00noon	(Day Campers) 1:00pm	6:00pm To be arranged with the Centre

15. Campers must dress neatly in the Centre area.
16. Campers will be liable for compensation if there is any loss of or damage to the recreational equipment(s) and device(s) borrowed or used by the campers.
17. Campers are not allowed to use electricity of the Centre without the Camp Manager's permission.
18. Campers must put all rubbish into dustbins to keep the Centre clean. Campers must not cut, pick or damage

- any tree and plant within the Centre area.
19. Campers are not allowed to dig any hole or ditch within the Centre area. Football playing in the Centre area is strictly prohibited.
 20. Campers must not make disturbing noises. Radio and tape recorder can only be used where the peaceful enjoyment of the other campers is not affected.
 21. Campers are not allowed to raise any flag or post any poster within the Centre area without the Camp Manager's permission. Programme timetable can only be posted at a place as directed by the Camp Manager.
 22. The Centre has a canteen to provide meals for campers. Campers are not allowed to build fire or to do their own cooking (unless prior approval has been obtained from the Camp Manager). Campers are not allowed to bring any food into the Centre or to make arrangement for meals to be provided by other caterers or companies.
 23. Campers are not allowed to bring any food or drink into the function room or dormitories or the Centre hall.
 24. Smoking is strictly prohibited in the Centre area.
 25. Campers are not allowed to enter the kitchen, staff common room, staff sleeping quarters and store rooms.
 26. Campers must report to the Centre staff one hour before checking out so that the Centre staff and campers can carry out inspection of the camping area/dormitory jointly. Campers must complete the check-out procedure before leaving the Centre.
 27. All day camp, evening camp, residential camp or outdoor camping will be cancelled or postponed if red or black rainstorm warning or No. 3 or higher typhoon signal is hoisted at any time from 3 hours before the scheduled check-in time. If campers have already checked in at the Centre when the aforesaid rainstorm warning or typhoon signal is hoisted, all campers must follow the Camp Manager's instructions to evacuate the Centre.
 28. The Centre will take all safety measures to ensure the safety of the campers. However, each applicant organization will be solely responsible for any accident or emergency which has not resulted from the negligence on the part of the Centre.
 29. The Centre will report to the police anyone who has acted or is acting in breach of any laws of Hong Kong or against the public safety. Offender will be ordered to leave the Centre and be liable for all the consequences. In addition, all the payment(s) made will be forfeited.
 30. The Centre has the right to add new rules and regulations or to amend or delete the above rules and regulations without any notice.

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【Memorandum】

1. The Centre adopts a self-service policy. Campers shall return and put back all the equipments, devices and facilities to where they were taken or hired.
2. All the recreational equipments will be distributed to the person-in-charge of each organization at the time of checking in.
3. The period of hot water supply is between 7:00pm and 8:00am.
4. The Centre lighting system will be switched on at 6:00pm and switched off at 11:00pm sharp.
5. The air-conditioning system in each dormitory operates in the period between April and end of October each year (from 9:00pm to 8:00am the following day)
6. All residential campers must return all the bed sheets, pillow-cases and room keys to the Centre office before 12:00 noon on the day of checking out.
7. Each organization must submit to the Centre its Programme Time Table at least one month before the date of checking in.
8. If any special arrangement is required, please contact and apply to the Centre for its approval.