



The British International School  
in Hong Kong

## Premises Hire Policy for the Duration of COVID-19 Pandemic

Kellett School welcomes the use of its buildings and facilities by our community and any organisations that may serve/support it. Consideration of requests will be conditional on the user/use supporting/observing the school's over-arching objectives, aims and ethos.

School and school-sponsored activities will have priority over non-school-related activities at all times of the year. To this end there will be dedicated access times allocated/published for non-school-related use contingent on the formal school calendar. Even in such circumstances should the school calendar change, school and school-sponsored use will take priority and non-school-related bookings may have to be postponed or rearranged (see section 'cancellation' for further detail).

All requests for using our facilities will be by written (email) application only, and these will be considered on a first-come, first-served basis. Usage fees to offset costs will apply, depending upon the type of event and purpose/activities of the organisation.

---

This version of our policy applies while COVID-19 remains a risk.

## Aims and Scope

- To be able support charitable or community/commercial organisations seeking to hire our facilities for activities that benefit the wider community.
- To be able to hire out premises in accordance with the current government restrictions and guidelines aimed at the prevention of the spread of COVID-19.
- To not let any hiring out of the premises, interfere with the school's primary purpose of providing education and related activities to its pupils

## Areas available for hire

The type of activities allowed in these areas will depend on latest government guidance on COVID-19, including on capacity, protective measures and social distancing.

During COVID the following limited areas will be permitted for hiring:

- 1.1 Kowloon Bay Campus
  - 1.1.1 Sports Facilities
    - 1.1.1.1 Sports Hall
    - 1.1.1.2 Sky Pitch
    - 1.1.1.3 Sky Track/Cricket Nets
    - 1.1.1.4 Gymnasium
    - 1.1.1.5 Swimming Pool
- 1.2 Pok Fu Lam Campus
  - Sports Facilities
    - PFL Gymnasium

## Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance on COVID-19, including protective measures and social distancing for the activity that is taking place.

The maximum capacity and rates for hiring each area are as follows:

Area	capacity	cost Per Hour
Sports Hall	Standard: 1500 Covid:150 max; max 8 persons per group inc. coach at 1.5 metres apart except during matches	Standard: HK\$2500 Half-Hall: HK\$1680
Sky Pitch	Standard: 1500 Covid:150 max; max 8 persons per group inc. coach at 1.5 metres apart except during matches	Day Hire: HK\$1150 Evening Hire: HK\$1680
Sky Track/Cricket Nets	Standard: 200 Covid: 40	Day Hire:HK\$525 Evening Hire: HK\$775
Gymnasium	Standard: 120 Covid: 40	Standard: HK\$650
Swimming Pool	Standard: 127 Covid: 85%; max 8 persons per group inc. coach at 1.5 metres apart (108 max)	Whole Pool: HK\$3850 Half Pool: HK\$2000

**Please Note:** Other venues are not available for hire for the duration of Covid pandemic.

## Rules, Restrictions and Guidelines for the Use of Facilities during COVID

### General:

1. The school abides strictly by the government's VACCINE Pass requirements for all individuals seeking access to the school and will require all individuals seeking access to use the Leave Home Safe app and must have a blue QR Code to be afforded entry. Red and Amber QR codes will not be allowed in the school (entrance to schools on an Amber QR Code is limited to "studying" and "working" only thus lettings participants are not permitted). Please refer to this document for details - <https://www.coronavirus.gov.hk/eng/vaccine-pass.html>
2. All participants must undertake a RAT test on each day of access to the campus is required and must only attend if a Negative test result is obtained. Hirers are responsible for checking and must ensure this is complied with.
3. All persons seeking access to Kellett School premises must have their temperature taken, must be wearing a mask, use hand sanitiser, and must use the Leave Home Safe app upon entry.
4. All persons must sign in/sign out at Front Desk or designated registration location on arrival.
5. All equipment used must be sanitised after each group and/or session. Only 70% alcohol spray or bleach wipes which the school will provide is to be used for sanitising equipment.
6. The Hirer/Event Lead is responsible for ensuring that all the guidelines and stipulations included here in this policy is strictly abided by all staff and participants.
7. It is incumbent upon the Hirer to:
  - 7.1. ensure that any participants exhibiting symptoms of COVID such as, but not limited to, fever (above 37.4 degrees), difficulty, breathing, coughing, must refrain from attending the premises.
  - 7.2. The Hirer must also ensure that no participants or accompanying adults have been traveling or been exposed to anyone positive or presumptively positive of COVID in the last 14 days or have knowingly stayed more than 2 hours in a location/premise where a positive case has been detected in the last 14 days.
  - 7.3. The Hirer must ensure sanitation of venue and equipment is carried between each session/group and before leaving for the day.
8. Access to the school premises is limited to the Ground Floor (Sports Hall, Swimming Pool and Gymnasium) and outdoor venues (Sky Pitch and Sky Track/Cricket Nets) which will be accessed directly by lifts to and from the Ground Floor. There will be no access to any other facilities/venues in the school. **There will be absolutely no access to showers and change facilities on other floors.** Only lavatories and change rooms within or next to the venue may be used.
9. Waiting in the Ground Floor waiting room for accompanying adults may be allowed but is contingent on access protocols, capacity and social distancing being followed. The school reserves the right to deny access to the Ground Floor waiting area if the capacity is filled. The school also reserves the right to ask individuals to vacate the Ground Floor waiting room if social distancing is not being observed.

## Sports Facilities:

10. All persons must wear a mask at ALL times while in any of the Indoor Sport facilities except when consuming a drink or taking part in sport activity/training of no more than 8 persons in a group including the coach and with 1.5 metres between groups. The exception is when a match is being played where the appropriate number of players in a team following the rules and regulations of the aforementioned sport. The exception to mask wearing indoors is that all participants must have Blue QR Code on the Vaccine Pass AND must have a negative RAT taken prior to attending the campus. This is to be managed by the organisers and should be made available to our staff for inspection.
11. All persons must wear a mask when accessing Outdoor Sports Facilities but may remove their masks while exercising/taking part in exercise, provided each group consists of no more than 4 persons including the coach and maintain a distance of 1.5 metres between each group. Masks must be re-worn when using the lavatories and when leaving the venue.
12. All persons must maintain hand hygiene/hand sanitising in between activities and after sessions and particularly after using lavatories.
13. The hiring party/coaches will be responsible for ensuring hand hygiene and sanitising equipment between groups and sessions and visits to the lavatories
14. All equipment used must be sanitised between groups and sessions.
15. The maximum capacity of each venue must be adhered to strictly (see table in Section 2.3 for maximum capacity)
16. The Hirer must ensure that all LCSD distancing regulations for Sports Premises under Cap599F are followed.
17. The Hirer must ensure that all adults (18+ years) accessing the Sports Facilities comply with Vaccine Pass requirements on the Leave Home Safe app.
18. Access protocol for Hirer's school age participants **aged 17 years and below** are determined by the school with reference to and consideration of the access guidelines provided by the EDB for our own students and is as below:

**GREEN and allowed access**– fully vaccinated to CHP/government requirement beyond 14 days and with negative RAT on the day of access or vaccination with certificate of recovery from previous Covid infection and a negative RAT on the day of access.

There will be **no access** for unvaccinated individuals, both adults and minors.

## Swimming Pool

19. All coaches must wear a mask at ALL times when coaching.
20. All persons must wear a mask at ALL times accessing the Swimming Pool areas except when swimming, having a drink, having a shower and walking between pool area and changing rooms. A distance of 1.5 metres must be maintained between individuals when a mask is not being worn.
21. Each training group or class must not exceed 8 persons including the coach. A minimum of 1.5 metres between groups must be maintained.
  21. The number of individuals must not exceed 85% of the designed capacity of the swimming pool which is at 127 (total of 108 individuals including lifeguards, coaches, participants and any accompanying persons).
  21. Hand hygiene/sanitising must be implemented in between sessions and shared equipment must be sanitized.

22. Changing rooms are strictly for use of swimmers. Non-swimmers will not be allowed into changing rooms. Exceptions only for accompanying adults for infant and toddler swimmers (3 years and younger) and disabled swimmers who need assistance. Accompanying adults **cannot** remain waiting in the changing room for the swim class to finish. They must depart the changing room and come back at the end of the session.
23. The Hirer must ensure that all adults (18+ years) accessing the Swimming Pool and Pool Deck are triple vaccinated (beyond 14 days) as per Vaccine Pass requirements and must have a negative RAT test on the day.
24. Access protocol for Hirer's school age participants aged 17 years and determined by the school with reference to and consideration of the access guidelines provided by the EDB for our own students and is as below:  
  
**GREEN and allowed access**– fully vaccinated to CHP/government requirement beyond 14 days and with negative RAT on the day of access or vaccination with certificate of recovery from previous Covid infection and a negative RAT on the day of access.
25. There will be **no access** for unvaccinated individuals, both adults and minors.
26. The Hirer must also ensure that NO participants or accompanying adults have been traveling or been exposed to anyone positive or presumptively positive of COVID in the last 14 days or have knowingly stayed more than 2 hours in a location/premise where a positive case has been detected in the last 14 days.

## Monitoring arrangements

27. Kellett School reserves the right to cancel any agreed hiring with immediate notice for Covid-related reasons such as known infection, suspected infection, quarantine requirement.
28. If the hirer cancels the booking within 24 hours due to COVID related reasons, Kellett School reserves the right to request a printed/digital notification for proof.
29. Kellett School shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire due to COVID.
30. The school will offer a rescheduling of a booking cancelled due to COVID at the first instance. If a suitable time/date/venue for a reschedule cannot be agreed upon the school may offer a refund (with administrative charges deducted).
31. Cancellations by the hirer NOT related to COVID will be subject to charges as outlined in Section 6.12.
32. Kellett School also reserves the right to cancel/close/remove an event if the organisation fails to follow the School's COVID guidelines. (See Section 4 below for the Guidelines)
33. In the circumstances of an event starting and then being closed/removed (for failing to comply with school COVID guidelines) the school reserves the right to retain an amount to cover costs incurred (for security, staffing, set-up, etc.).
34. In such circumstances the Event Leader/Hirer is responsible to explain the circumstances to their attendees and assist in their leaving the site.
35. Kellett School reserves the right to review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable, such as where COVID-19 is no longer a risk.
  - 35.1. [Hire request form](#) (for new hirers)
  - 35.2. [Terms and Conditions of Hire](#) (for all hirers)

Please return the form via email to [bookings@kellettschool.com](mailto:bookings@kellettschool.com). We will be in touch to inform you if your application is successful, and if so, details of the full cost and any documents that we require will be shared.