

五/ 會所咭申請條款及細則

5.1 申請配額及收費

單位類別	免費申請數量	按金(港幣)	額外會所咭收費
細單位 (B、C、F、G)	3張	每張50元	每單位最多可額外申請4張會所咭，收費如下： 首2張 - 每張\$250 次2張 - 每張\$380
單位大 (A、D、E、H)	4張		

*會員在終止會籍時退回完整之會所咭，可獲免息發還上述按金；會所咭持有人如未能交回舊有之會所咭，每張須重新繳付按金50元

5.2 會所咭條款

- 5.2.1 所有會所咭持有人必須於每年1月1日起辦領新咭。
- 5.2.2 3歲或以上小童必須申請會所咭。
- 5.2.3 每單位最多可額外申請4張會所咭，首兩張每張須繳付280元，次兩張每張繳付380元，無論在甚麼月份申請，均須繳付全年費用。
- 5.2.4 如申請者為租戶，必須有業主簽署的申請表或授權書方可申請。
- 5.2.5 會所咭只供麗港城三期住戶申請，使用權不可轉讓。
- 5.2.6 業主擁有優先權利享用會所會籍。
- 5.2.7 會所咭有效期至每年12月31日。

5.3 入會手續

- 5.3.1 可到會所接待處索取住戶証申請表格〈請參考附件一〉及填妥後連同彩色近照(1吋x1吋)一張及業權證明文件(如差餉單)，並於照片背面註明所屬申請者姓名，然後一併交回會所接待處。
- 5.3.2 請以現金或劃線支票，抬頭為「港基物業管理有限公司」，支付會所咭按金或年費。

5.4 終止會籍

5.4.1 會員如欲退會，只需前來會所接待處填妥退會表格，及歸還所有完整會員咭，即可免息發還會員咭按金。

5.4.2 若業主會籍會員因出售苑內單位而終止其會籍，則其業主會籍之會員權利即可轉移該單位買家。

5.5 更改守則

5.5.1 管理服務中心住客會所可隨需要時，增刪及修訂本住戶證守則，而毋須先行通告。如有任何爭議，將以管理服務中心的最後決定為準。

5.5.2 如有任何疑問，請親臨或致電管理服務中心2727 6001/住客會所2727 6034查詢。

六/. 訂場守則及程序

- 6.0 訂場守則及程序
- 6.1 用先到先得方式，可提前7天預訂。
- 6.2 每咭同一天內只可預訂2種不同場地設施各1節，以便更多住戶能夠享用會所設施。若要加訂節數，須在候補名單輪候。開場前15分鐘，仍無其他住戶使用時，方可補上。
- 6.3 任何訂場、訓練班及活動之報名手續，票據若經電腦編印作實後，將不接受任何退款及更改手續。
- 6.4 住戶須攜有效之會所咭，並親自到會所辦理設施預訂手續。
- 6.5 會所恕不接受代訂設施或接辦電話預訂，以示公平。
- 6.6 住戶須根據已預訂之時間進場及離場，遲來之時間不會另補。
- 6.7 每1名持咭人只可帶同2名訪客使用泳池及健身室。
- 6.8 如受到颱風或其他緊急及突發事件所影響，導致取消預訂之場地，往後可於7天內，到會所接待處另擇同樣設施而未被預訂之時間，作為補償；但已繳交之費用，概不發還。

七/. 會所設施守則

7.1 游泳池

- 7.1.1 泳池最高使用人數限額受香港特別行政區政府法例管制，本泳池之進場人數不得超過220人，以先到先得方式進場，額滿時，管理服務中心將拒絕其餘人士進場。
- 7.1.2 12歲或以下之兒童須由成人陪同及在旁照顧，方可使用泳池設施。倘家長須離開泳池範圍，請確保隨行兒童離開水面於安全地方等候。
- 7.1.3 為確保安全，每名成人只限攜同2名兒童進入泳池。
- 7.1.4 兒童身高1米或以上必須購票入場。
- 7.1.5 進池前，必須先在濯足池洗足。
- 7.1.6 凡患有呼吸道感染病徵、皮膚病或傳染病者，不可進場。
- 7.1.7 請保持衛生，不可吐痰。
- 7.1.8 必須穿著適當泳衣，凡髮長及肩之泳客，必須戴上泳帽。場內不可穿著拖鞋、皮鞋、衣服及襪等。
- 7.1.9 泳池範圍內不可奔跑、追逐、跳水、推攘、嬉戲或作出其他不合適或侵犯性之舉動。
- 7.1.10 不可在泳池內拋擲球類、其他物品或使用任何噴水器。
- 7.1.11 除適當的潛水鏡、臀部助浮圈及救生圈外，未經會所同意不可攜帶其他大型浮床及物品進入泳池（但當泳池使用人數較少時，會所將考慮有限度地放寬此限制）。
- 7.1.12 泳池及池邊範圍內嚴禁飲食。
- 7.1.13 在塗上太陽油後，須淋浴後方可進入泳池。
- 7.1.14 泳客須注意自己及他人安全，不諳泳術者，切勿於水深處習泳，免生危險。
- 7.1.15 泳池休池時間，切勿潛進泳池，免生危險。
- 7.1.16 泳客使用儲物櫃或其他存放設施，需自行承擔損失之風險。
- 7.1.17 根據會所約章規定，任何人仕未得會所管理服務中心同意，嚴禁在會所範圍內進行任何教授活動。
- 7.1.18 會所可隨需要時，增刪及修訂本“游泳池守則”，不作另行通告。

7.1 Swimming Pool

- 7.1.1 The capacity of the Swimming Pool is restricted by the Hong Kong Government Swimming Pool By-laws. The maximum admission rate is 220 persons. Admission will be on first-come-first-serve basis. The Management reserves the right to refuse any admission once the maximum is reached.
- 7.1.2 Children under 12 years of age must be accompanied and supervised by an adult at all time. For the sake of safety, parent must ensure their children will not stay alone in the pool when they leave pool area.
- 7.1.3 For the sake of safety, adult may bring a maximum of 2 children entering the pool.
- 7.1.4 Children over 1 meter height should purchase swimming tickets.
- 7.1.5 All swimmers should pass through the footbath to clean their feet before entering the pool.
- 7.1.6 Persons suffering from any respiratory illness symptoms, cutaneous or contagious diseases are not allowed.
- 7.1.7 For the sake of hygienic, please do not spit.
- 7.1.8 Swimmers must wear proper swimming suits. Swimmers with long hair down to the shoulders must wear swimming caps. No slippers, shoes and stockings are to be worn within the pool.
- 7.1.9 Running, chasing, diving, pushing, horseplay or other inappropriate or offensive conduct is not permitted in the swimming pool area.
- 7.1.10 The throwing of balls or other objects and the use of water propelling devices within the pool area is not permitted.
- 7.1.11 No objects, other than appropriate goggles, armbands and floating rings, may be taken into the pool without the consent of clubhouse (such consent will favourably considered when the pool is not crowded).
- 7.1.12 Eating, drinking or smoking in pools/or pool desk area is not permitted.
- 7.1.13 Persons who smeared sun oil must shower before entering the pool.
- 7.1.14 For safety, persons who are not competent swimmers may not swim in deep water area.
- 7.1.15 For safety, no entry is allowed at the pool closing time.
- 7.1.16 Swimmers using lockers or any others storage facilities (if any) are at their own risk.
- 7.1.17 According to the Club House Rules and Regulations, unless prior written approval by the club Management is obtained, otherwise, any kind of organized activities regardless of its nature, or giving lessons free of charge, for a free, or other forms of reward is strictly prohibited.
- 7.1.18 These “Swimming Pool Regulations” could be amended, added and deleted, as and when necessary by the Clubhouse without prior notice.

7.2 桑拿室

- 7.2.1 只限持有有效會所咭之會員享用。
- 7.2.2 以先到先入方式進場，當值人員認為額滿時，可拒絕後來者進場
- 7.2.3 下列人士請勿使用桑拿室：
 - (i) 12歲以下人仕
 - (ii) 懷孕之女仕
 - (iii) 高血壓、心臟病人仕
 - (iv) 服藥、酒後之人仕
 - (v) 進食過飽或曾有劇烈運動之人仕
- 7.2.4 入場前，必須潔淨全身。
- 7.2.5 不可攜帶任何美容用品或進行其他用途。
- 7.2.6 不可攜帶報章、雜誌、書籍及一切易燃物品進場
- 7.2.7 不准在場內吸煙及進食。
- 7.2.8 不可穿著拖鞋、皮鞋及襪等進場。
- 7.2.9 使用儲物櫃或其他儲物設備(如有者)，須自承保管負責。

7.2 Sauna Room

- 7.2.1 Only for valid Club card holder.
- 7.2.2 Admission will be on first-come-first-serve basic. Any admission exceeding its determined capacity is not allowed.
- 7.2.3 The following persons should not make use the sauna rooms :
 - a. Any person under the age of 12
 - b. Pregnant women
 - c. Persons suffering from high blood pressure, heart diseases person
 - d. Persons after drinking, taking drug
 - e. Persons after a heavy meal or strenuous exercise
- 7.2.4 Please clean up body before entry.
- 7.2.5 Members are not allowed to bring any beauty amenities or proceed to do the treatment of the said item.
- 7.2.6 Members are not allowed to bring any newspaper, magazines or inflammables inside the sauna room..
- 7.2.7 No smoking and eating is permitted.
- 7.2.8 No slippers, shoes, stocking, etc. are to be worn.
- 7.2.9 Swimmers using lockers or any other storage facilities (if any) are at their own risk.

7.3 兒童遊戲室

- 7.3.1 祇供6歲或以下之兒童使用。
- 7.3.2 兒童須由成人陪同下方可進場。
- 7.3.3 進場時，請脫去鞋子，並存於鞋櫃內。
- 7.3.4 以先到先入方式進場，當值人員認為額滿時，可拒絕後來者進場
- 7.3.5 不准在場內吸煙及飲食。
- 7.3.6 只供會員使用，職員巡查時，請出示有效會員咭。
- 7.3.7 其他詳情，請另參閱展示俱樂部入口之康樂設施守則。

7.3 Children Playroom

- 7.3.1 For children aged 6 or below only.
- 7.3.2 Children must be accompanied and supervised by adults.
- 7.3.3 Please take off and place the shoes into the cabinet while entering the Room.
- 7.3.4 Admission will be on first-come-first-serve basis. Any admission exceeding its determined capacity is not allowed.
- 7.3.5 No smoking, eating and drinking are permitted.
- 7.3.6 For Club members only, please produce valid club card for identification.
- 7.3.7 For other details, please refer to Recreation Facilities Regulations as displayed at the entrance of the clubhouse.

7.4 網球場

- 7.4.1 使用人每節不准超過6人同時逗留。
- 7.4.2 除獲會所批准外，使用人不得在球場內進行訓練及教授。
- 7.4.3 使用人必須穿著適當之衣履及不得穿著黑底運動鞋。
- 7.4.4 場內不得進食及吸煙。
- 7.4.5 如受天雨影響，會員可於7天內到會所接待處辦理換場手續。已繳費用，恕不退還。
- 7.4.6 除天雨影響外，所有已預訂之場地不設更改。
- 7.4.7 會所可更改上述規則而毋須事前通知。
- 7.4.8 其他場地使用細則，請參閱會所入口之康樂設施守則。

7.4 Tennis Court

- 7.4.1 No more than 6 persons are allowed to stay in one court at the same time.
- 7.4.2 No coaching services are permitted in the squash court area unless Club's approval is obtained.
- 7.4.3 Users shall be properly dressed and wear white soled sports shoes for the game.
- 7.4.4 No smoking and eating are permitted.
- 7.4.5 In the event of bad weather condition, users can arrange re-booking within one week from the date of the cancelled session. All fees paid will not be refundable.
- 7.4.6 Except bad weather condition, all booking are non-changeable.
- 7.4.7 The Manager reserves the right to add, delete or amend the above regulations without prior notice to the members.
- 7.4.8 For other details, please refer to Recreation Facilities Regulations as displayed at the entrance of the Clubhouse.

7.5 閱讀室

- 7.5.1 祇供持有有效會所咭之會員使用，非會員恕不招待。
- 7.5.2 以先到先入方式進場，當值人員認為額滿時，可拒絕後來者進場，以免影響其他使用人仕。
- 7.5.3 不可霸佔坐位，當會員離開坐位超過15分鐘，會所職員有權將會員之物品移走。
- 7.5.4 請將閱讀後之報紙、雜誌等放回原處。
- 7.5.5 請勿弄污、損毀或剪去報紙、雜誌；否則須按價賠償。
- 7.5.6 請保持安靜及切勿騷擾其他在場人仕。
- 7.5.7 不准在場內吸煙飲食。

7.5 Reading Room

- 7.5.1 For valid club cardholders only, non-members are not served.
- 7.5.2 Admission to the Room will be on first-come-first-serve basis. Any admission exceeding its determined capacity is not allowed.
- 7.5.3 No seat is reserved, Club reserves the right to remove any items when members leave the seat after 15 minutes.
- 7.5.4 Please return newspaper, magazines on its place after reading.
- 7.5.5 Please do not make dirty, damage or cut any newspaper or magazines; otherwise, compensation in full value shall be liable.
- 7.5.6 Please keep quiet and do not disturb other members.
- 7.5.7 No smoking, eating and drinking are permitted.

7.6 健身室

- 7.6.1 16歲以下人士不准進場。
- 7.6.2 以先到先得方式進場，當值人員認為額滿時，可拒絕後來者進場。
- 7.6.3 使用健身室請先到接待處購票。
- 7.6.4 須穿著適當衣服及合適運動鞋。
- 7.6.5 須量力而為，切勿使用超逾體力或不熟悉之器械，免傷害身體。
- 7.6.6 使用完畢後，請將器材 / 用具放回原處。
- 7.6.7 若使用儲物櫃或其他儲物設備者，須自承保管負責。
- 7.6.8 不准在場內吸煙及進食。
- 7.6.9 非使用者不准於場內觀看。
- 7.6.10 其他詳情，請另參閱展示於本俱樂部入口之康樂設施守則。

7.6 Fitness Room

- 7.6.1 Person under the age of 16 is not allowed.
- 7.6.2 Admission will be on first-come-first-serve basis. Any admission exceeding its determined capacity is not allowed.
- 7.6.3 Members who would like to use the fitness room, please purchase tickets at club counter.
- 7.6.4 Users must wear proper suits and suitable sports shoes.
- 7.6.5 To avoid injuries, users are advised not to use the equipment exceeding their physical abilities or they are not familiar with.
- 7.6.6 Please return the apparatus / equipment in its place after used.
- 7.6.7 Users using lockers or any other storage facilities are at their own risk.
- 7.6.8 No smoking, eating and drinking are permitted.
- 7.6.9 No spectator is allowed.
- 7.6.10 For other details, please refer to Recreation Facilities Regulation as displayed at the entrance of the clubhouse.

7.7 投幣式按摩椅

- 7.7.1 投幣式按摩椅只供住戶及會員使用，賓客只可在住戶陪同下方可使用會所設施。另會所保留限制賓客使用投幣式按摩椅之權利。
- 7.7.2 投幣式按摩椅只供作按摩椅用途，請勿閒坐或於椅上閱讀。
- 7.7.3 按摩椅以先到先得形式予住戶使用。
- 7.7.4 每部投幣式按摩椅每次只可供一位人仕使用。
- 7.7.5 如使用者因使用不當導致設施損壞，須按市價賠償一切費用。
- 7.7.6 倘使用者違反使用規則、騷擾或危害其他人仕之安全，會所職員有權停止該等人仕繼續使用有關服務設施。
- 7.7.7 會所有權隨時暫停按摩椅服務，以便進行清潔、保養或維修保養工程。
- 7.7.8 孕婦及七歲以下之兒童請勿使用投幣式按摩椅之按摩服務。任何人仕於使用投幣式按摩椅期間發生之意外或傷亡，會所概不負責。
- 7.7.9 會所辦事處保留隨時更改以上投幣式按摩椅使用規則之權利而毋須事前通知。

7.7 Coin Massage Chairs

- 7.7.1 The coin massage chairs are intended for the exclusive use and enjoyment of the members of Laguna City Resident Clubhouse and their guests. Members are requested to accompany their guests at all time.
- 7.7.2 The coin massage chairs are for sole purpose of providing massage chair service only. Please do not use it as an additional sitting chair for taking a rest or reading.
- 7.7.3 The coin massage chairs are provided on a first-come-first-served basis.
- 7.7.4 Users should use the coin massage chairs with care and will be held liable for compensation at market rate for any damage.
- 7.7.5 The Club reserves the right to stop anyone using the facility who disregards the rules and regulations or cause nuisance or danger to the others.

- 7.7.6 The Club reserves the right to stop the coin massage chair service at any time for cleaning or emergency maintenance without prior notice.
- 7.7.7 Woman who is pregnant and children under the age of 7 should not use the coin massage chairs.
- 7.7.8 The Club shall not be held liable for any accidents and personal injuries however caused when using the coin massage chair. All users are at their own risks.
- 7.7.9 The Club reserves the right to amend the above Coin Massage Chairs Rules and Regulations without prior notice.

7.8 上網區

- 7.8.1 使用人必須為麗港城(3期)住戶。
- 7.8.2 使用設施前必須出示有效會員証，並於接待處登記。
- 7.8.3 8歲或以下之兒童必須由家長/監護人陪同方可使用有關設施。
- 7.8.4 每位使用人每次最長可使用30分鐘，以先到先得方式借用有關設施。
- 7.8.5 使用人需保持安靜，不可騷擾其他會員。
- 7.8.6 不得自行攜帶任何軟件 / 硬件於上網區使用。
- 7.8.7 不得擅自修改電腦內之程式或任何設定。
- 7.8.8 不得利用上網區之設施上載或下傳含有電腦病毒之程式。
- 7.8.9 上網區設施為方便會員瀏覽或尋找資料之用，切勿瀏覽色情、暴力或賭博之網頁。
- 7.8.10 如因使用不當，導致設施或程式損壞，使用人須負責維修費用。
- 7.8.11 會所有權限制同一名人仕於同一日之借用次數。
- 7.8.12 會所有權拒絕任何人仕使用有關設施。
- 7.8.13 會所有權增加、刪除或修改以上守則而毋須另行通知。

7.8 Cyber Corner

- 7.8.1 Users must be residents of Laguna City(Phase 3)
- 7.8.2 Users should present valid resident cards and register at club reception counter
- 7.8.3 Users who are 8 years old or below must be accompanied by parents / guardians
- 7.8.4 The service is based on first-come-first-serve basis. The maximum usage time for each session is 30 minutes.
- 7.8.5 Users shall not disturb other members and a reasonable quietness is requested.
- 7.8.6 Do not install / use personal software or hardware on the computers.
- 7.8.7 Users must not change computers' configuration.
- 7.8.8 Do not receive / spread / transfer any documents or applications which contain virus.

- 7.8.9 Computers are for the purpose of searching information online. No pornography, violence and gambling web sites browsing are allowed.
- 7.8.10 Users shall be responsible for compensating any loss and damage to software or hardware if improper usage is found.
- 7.8.11 Clubhouse may limit the number of booking by the same person in the same day.
- 7.8.12 Clubhouse retains the right to refuse any person to use the facility.
- 7.8.13 Clubhouse reserves the right to revise the above rules and regulations without prior notice.

- 7.9 氣墊球遊戲設施使用守則
- 7.9.1 使用人必須為麗港城(3期)住戶。
 - 7.9.2 使用設施前必須出示有效會員証，並於接待處登記及繳費。
 - 7.9.3 8歲或以下之兒童必須由家長/監護人陪同方可使用有關設施。
 - 7.9.4 每節最長之使用時間為30分鐘，以先到先得方式借用有關設施。
 - 7.9.5 進行遊戲時請勿製造過大聲浪，以免對其他會員做成噪音騷擾。
 - 7.9.6 請勿於氣墊球桌上放置飲品或食品。
 - 7.9.7 設施/配件如有損壞或遺失，使用人必須賠償維修或損壞之設施/配件費用。
 - 7.9.8 使用人須於指定時間終止時，將有關租用配件即時交還接待處，逾時者須繳付額外之租用費用。
 - 7.9.9 會所有權拒絕任何人仕使用有關設施。
 - 7.9.10 會所有權增加、刪除或修改以上守則而毋須另行通知。

7.9 Air-Hockey

- 7.9.1 Users must be residents of Laguna City.
- 7.9.2 Users should pay and present a membership card at club reception counter.
- 7.9.3 Users who are 8 years old or below must be accompanied by parents / guardians.
- 7.9.4 The service is based on first-come-first-serve basis. The maximum usage time for each session is 10 minutes.
- 7.9.5 Users should not make much noise while playing in order to avoid any disturbances to other members.
- 7.9.6 Please do not place drinks, foods or any articles on any part of the Air-Hockey Machine.
- 7.9.7 Users shall be responsible for compensating any loss and damage of the equipment or accessories.
- 7.9.8 Upon the completion of hired period of time, users should return all the hired accessories to the reception counter, otherwise, users shall pay an extra fee for another hire.
- 7.9.9 Clubhouse retains the right to refuse any person to use the facility.
- 7.9.10 Clubhouse reserves the right to revise the above rules and regulations without prior notice.

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