



電話預約場地服務指引：

1. 接受電話預約場地時段為每個辦公日之 11:00-13:00 及 14:00-18:00。(請留意本會農曆新年的辦公時間)
2. 本會將逢星期五下午五時正上載下一個星期可供租場時段，各會員可到以下網址查閱。(<https://shorturl.at/jMPQR>)
3. 會員需於用場最少一天前以電話查詢並進行預約。電話預約服務不接受即日預約之申請，如需即日預約場地設施，請於辦公時間內向本會職員查詢，並以先到先得處理。
4. 進行電話預約將會索取租場人士姓名、電話號碼、電郵及聯賽隊伍名稱（租場人士必須是有效的 2023-24 年度中國香港壘球總會會員）。
5. 一經預約成功，如需取消預約，必須於使用場地設施前最少三日通知本會。否則，不論任何原因未能出席，亦需繳付場租。
6. 如有任何爭議，中國香港壘球總會擁有最終決定權。

Telephone Booking Facility Service Guidelines:

1. Designated telephone booking hours from 11:00 AM to 1:00 PM and from 2:00 PM to 6:00 PM on office working day (Please check the special office hours during the Lunar New Year.)
2. Available Booking time slot of following week will be released at 5:00 PM every Friday. All members can access the information via the following link: <https://shorturl.at/jMPQR>
3. Booking by phone are required at least one day in advance. No on-day Telephone booking is accepted, please contact office for the availability of facilities and complete booking on-the-spot, all on-day booking is on first-come, first-served basis.
4. Telephone booking will necessitate the applicants' name, telephone number, email and team name (Applicant must be Current 23-24 HKCSA Member).
5. If applicants want to cancel booking, they must inform to HKCSA at least 3 days before the using date. Otherwise, they are required to pay the rental fee once their booking is confirmed.
6. In the event of any disputes, the decision of Hong Kong China Softball Association shall be final and conclusive.