Effective on 1 November 2026

Hong Kong Scout Centennial Building

Guidelines on Free Parking Arrangement for Function Room Bookings
(Non-profit Organizations and Other Organizations)

1. Purpose

These Guidelines set out the terms and conditions under which the Association may offer free parking spaces in the carpark of Hong Kong Scout Centennial Building (the Building) to non-profit organizations and other organizations which book function rooms in the Building.

2. Eligibility

2.1 Non-profit organizations and other organizations which book a function room in the Building for a continuous period of **four (4) hours** or more may apply for free parking during the confirmed booking period. (No paid parking available)

2.2 Applications must be submitted in the name of the organization.

2.3 The free parking arrangement applies only to bookings scheduled during non-peak hours:
- 9:00 a.m. to 6:00 p.m. for weekdays and 9:00 a.m. to 1:00 p.m. for Saturdays, except public holiday

3. Allocation of Parking Spaces

3.1 Upon confirmation of the booking and o full payment settlement, booking party may submit a parking application at least 7 working days before using the venue. Association will notify the applicants of the parking space(s), if any, on a first-come, first-served basis.

3.2 Parking space allocation is subject to:
- the number of bookings accepted by the Association on the relevant day(s); and
- the availability of parking spaces in the Building's carpark.

3.3 The Association does not guarantee that any parking space will be assigned for every booking.

3.4 Each booking party may be allocated a maximum of two (2) parking spaces per day, regardless of the number of venues or sessions booked.

3.5 If the booking party ultimately does not need to use the allocated parking space(s), please notify the Association as soon as possible so that the space(s) can be released to others in need. The Association will keep a record of unused spaces and take it into appropriate consideration for future parking allocations.

4. Conditions of Use

4.1 Free parking is permitted only during the confirmed booking period (including entering 30 minutes before signing for the venue and leaving within 30 minutes after the end of the booking), and only in the space(s) specifically assigned by the Association.

4.2 Drivers must comply with the traffic signs within the car park and the traffic instructions issued by the management office.

4.3 The booking party shall ensure that their vehicle(s) do not obstruct other users or impede the normal operation of the carpark.

4.4 The Association reserves the right to refuse entry or require the immediate removal of any vehicle that fails to comply with these Guidelines or Terms and Regulations for booking Function of the Building.

5. Liability and Disclaimer

5.1 The Association accepts no responsibility for any loss, damage, or theft of or to any vehicle or its contents while parked in the Building's carpark.

5.2 Use of the free parking arrangement constitutes acceptance of these Guidelines and all other applicable rules of the Building.

6. Amendment

The Association reserves the right to amend, suspend, or withdraw these Guidelines at any time without prior notice.

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